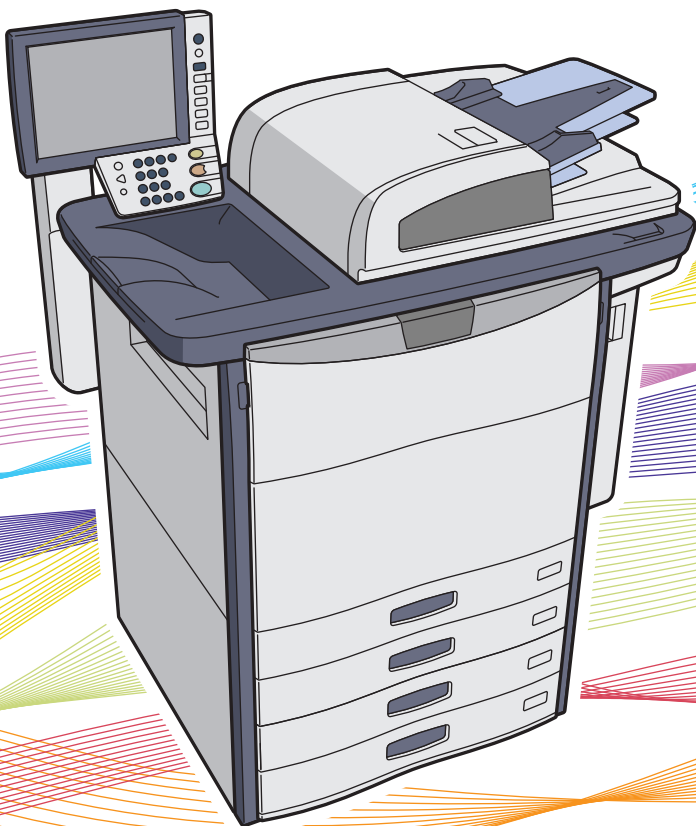**TOSHIBA**
Leading Innovation >>>

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

Quick Start Guide

e-STUDIO5520c/6520c/6530c

Preface

Thank you for purchasing the TOSHIBA Multifunctional Digital Color Systems.
This Quick Start Guide describes the preparation of the operation, the basic and advanced usage of this equipment.
Be sure to read this manual before you use this equipment. Keep this manual handy and retain it for future reference.

Trademarks

• The official name of Windows 2000 is Microsoft Windows 2000 Operating System.
• The official name of Windows XP is Microsoft Windows XP Operating System.
• The official name of Windows Vista is Microsoft Windows Vista Operating System.
• The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
• Microsoft, Windows, Windows NT, and the brand names and product names of other Microsoft products are trademarks of Microsoft Corporation in the US and other countries.
• Apple, AppleTalk, Macintosh, Mac, Mac OS, Safari, TrueType, and LaserWriter are trademarks of Apple Inc. in the US and other countries.
• Adobe, Adobe Acrobat, Adobe Reader, Adobe Acrobat Reader, and PostScript are trademarks of Adobe Systems Incorporated.
• Mozilla, Firefox, and Firefox logos are trademarks of Mozilla Foundation in the US and other countries.
• IBM, AT and AIX are trademarks of International Business Machines Corporation.
• NOVELL, NetWare, NDS are trademarks of Novell, Inc. in the US.
• TopAccess is a trademark of Toshiba Tec Corporation.
• Other company names and product names in this manual are the trademarks of their respective companies.

Lineup of Our Manuals

We have provided you with these manuals for the operation of this equipment. Select and read the manual best suited to your needs. Some of these manuals are printouts and others are PDF files recorded in the User Documentation CD-ROM.

Printouts

Quick Start Guide (This manual)

This Quick Start Guide describes the preparation of the operation, the basic and advanced usage of this equipment.

Safety Information

This Safety Information describes the necessary precautions for using this equipment. For your added safety, be sure to read this booklet before using this equipment.

PDF files

Copying Guide

This Copying Guide describes the operations and settings enabled with the [COPY] button on the control panel.

Scanning Guide

This Scanning Guide describes the operations and settings enabled with the [SCAN] button on the control panel and those of Internet Fax.

e-Filing Guide

This e-Filing Guide describes the e-Filing functions enabled from the control panel of this equipment and the e-Filing web utility.

MFP Management Guide

This MFP Management Guide describes the operations and settings enabled with the [USER FUNCTIONS] button and the [COUNTER] button on the control panel.

Software Installation Guide

This Software Installation Guide describes the installation procedures of printer drivers and utilities.

Printing Guide

This Printing Guide describes the settings of printer drivers required for printing with this equipment and the various printing procedures.

TopAccess Guide

This TopAccess Guide describes procedures for remote setup and management of this equipment from a web-based utility, the "TopAccess".

Troubleshooting Guide

This Troubleshooting Guide describes how to troubleshoot the problems that could occur while you are using the equipment.

Network Fax Guide

This Network Fax Guide describes the operations of the N/W-Fax Driver.

Operator's Manual for AddressBook Viewer

This Operator's Manual for AddressBook Viewer describes the operations of the AddressBook Viewer.

Operator's Manual for Backup/Restore Utility

This Operator's Manual for Backup/Restore Utility describes the operations and settings of the Backup/Restore Utility.

Operator's Manual for Remote Scan Driver

This Operator's Manual for Remote Scan Driver describes the operations and settings of the Remote Scan Driver.

Operator's Manual for TWAIN Driver / File Downloader

This Operator's Manual for TWAIN Driver / File Downloader describes the operations and settings of the "TWAIN Driver" and the utility "File Downloader" required for storing data in e-Filing of this equipment.

To read manuals in PDF (Portable Document Format) files
Viewing and printing manuals in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

How to Read This Manual

Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

⚠ **WARNING** Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.

⚠ **CAUTION** Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding assets, or loss of data.

Note Indicates information to which you should pay attention when operating the equipment.

Tip Describes handy information that is useful to know when operating the equipment.

📖 Pages describing items related to what you are currently doing. See these pages as required.

Description of original/paper direction

Paper or originals of A4 or B5 / LT size can be placed either in a portrait direction or in a landscape direction. In this manual, "-R" is added to this paper size when this size of paper or original is placed in a landscape direction.

e.g.) A4 / LT size original on the original glass
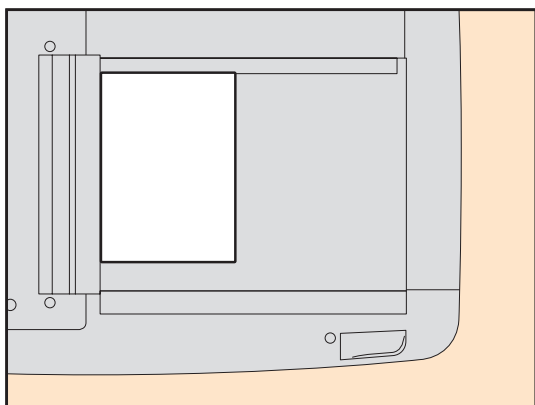
Placed in a portrait direction: A4 / LT
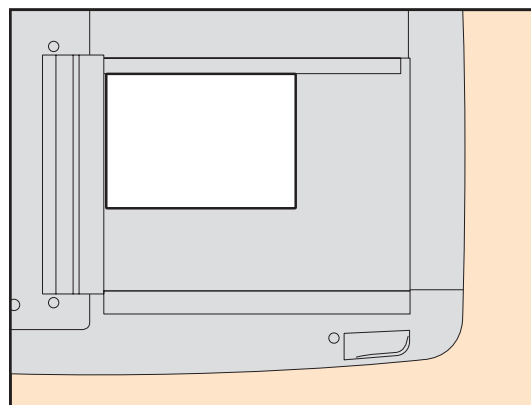
Placed in a landscape direction: A4-R / LT-R

Paper or originals of A3 or A4 / LD or LG size can only be placed in a landscape direction, therefore "-R" is not added to these sizes.
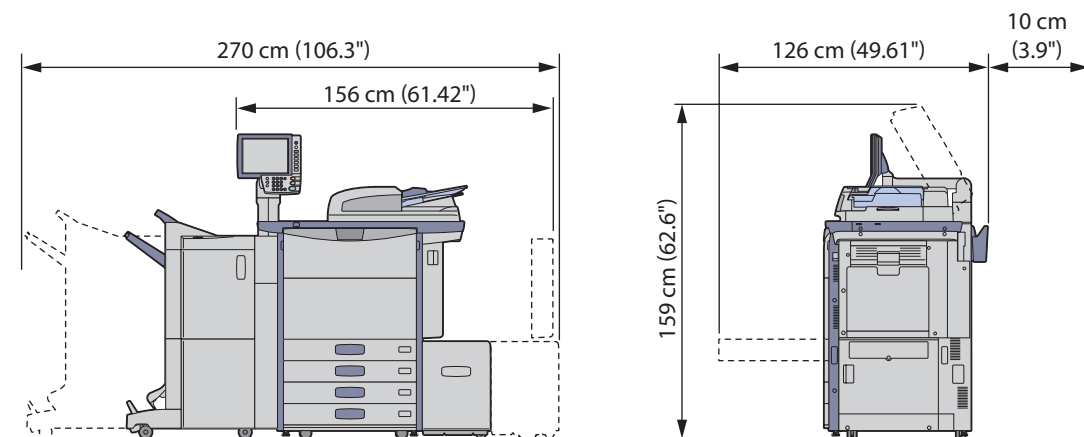
Screens

Screens in this manual may differ from the actual ones depending on the use-environment of the equipment such as the installing status of options.

Installation Space

Make sure that there is enough space around the system to facilitate changing of parts, maintenance and clearing paper jams.
If there is insufficient space, some operations, such as bypass feeding, will become difficult and the Multifunctional Digital Color Systems could even break down.

270 cm (106.3")

156 cm (61.42")

10 cm (3.9")

126 cm (49.61")

159 cm (62.6")

CONTENTS

Chapter 1 PREPARATIONS

Chapter 2 BASIC OPERATION

Chapter 3 REPLACEMENT OF SUPPLIES

Chapter 4 ADVANCED FUNCTIONS / TROUBLESHOOTING

Chapter 5 MAINTENANCE & SPECIFICATIONS

Chapter **1**
PREPARATIONS

Items Included in This Product

The items included in this product are shown below.

The following items are included in the e-STUDIO5520C/6520C/6530C Multifunctional Digital Color Systems. Check that you have all the items.

Items included in the product
Quick Start Guide (this guide)
Safety Information
Client Utilities CD-ROM
User Documentation CD-ROM
Setup report
Operator's Manual pocket
Cleaning cloth

Notes
- For the details of the manuals, see the following page: P.2 "Lineup of Our Manuals"
- For more details about the CD-ROMs, see the following page: P.9 "CD-ROM"

CD-ROM

The software included in the Client Utilities CD-ROM is shown below.

The following pieces of client software are included in the Client Utilities CD-ROM.

Client software

For Windows	Client Software Installer
	PCL6 printer driver
	PS3 printer driver
	XPS printer driver
	TWAIN driver
	File downloader
	N/W-Fax driver
	AddressBook Viewer
	Remote Scan driver
	WIA driver
	TOSHIBA NDPS Gateway
	e-Filing Backup/Restore Utility
For Macintosh	PPD file for Mac OS X 10.2.4 to Mac OS X 10.5.x
For UNIX	UNIX filter (Solaris, HP-U, AIX, Linux, SCO)
	CUPS

Note
For the details of the client software, see the following page:

For details, refer to the ***Software Installation Guide***.

Client Software

This product provides you with Client software for the printing, scanning e-Filing, network management and network fax functions.

Client software for the print functions

PCL6 printer driver	This printer driver enables users to print color or black-and-white documents with the True Type font from Windows computers.
PS3 printer driver	This printer driver enables users to print documents with the PostScript font or images from Windows computers. This printer driver is normally used.
XPS printer driver	The XML Paper Specification (XPS) is a page description language developed by Microsoft. This printer driver enables users to print documents from the WPF applications created for Windows Vista.
TOSHIBA NDPS Gateway	TOSHIBA NDPS Gateway enable to configure the NDPS objects in servers running NetWare 5.1 with Support Pack 7 or higher, or NetWare 6.0/6.5.
PPD file for Macintosh	This printer driver enables users to print documents from Macintosh computers (Mac OS X10.2.4 to Mac OS X 10.5.x).
UNIX filter	UNIX filters enables users to print from the UNIX workstation over a TCP/IP network.
CUPS	CUPS files enable users to set up the CUPS print system from UNIX workstations.

For details, refer to the **Software Installation Guide** and **Printing Guide**.

Client software for the scanning functions

Remote Scan driver	This driver enables you to obtain scanned data as an image in the applications supporting TWAIN on Windows computers over a TCP/IP network by remotely scanning the documents.
WIA driver	This driver enables you to obtain scanned data as an image in the applications supporting WIA (Windows Imaging Acquisition) scan driver on Windows computers.

For details, refer to the **Software Installation Guide**, **Operator's Manual for Remote Scan Driver** and **Scanning Guide**.

Client software for the e-Filing functions

TWAIN driver	This driver enables you to obtain documents stored in e-Filing as an image in application supporting TWAIN on Windows computers over a TCP/IP network.
File downloader	File downloader enables you to obtain documents stored in e-Filing as an image in your Windows computers over a TCP/IP network.
e-Filing Web utility	This utility enables you to create boxes and folders, move and delete documents and manage e-Filing using a browser on your computer. You can also back up and restore the data in e-Filing.
e-Filing Backup/Restore Utility	This utility enables you to back up and restore the data in e-Filing.

For details, refer to the **Software Installation Guide**, **Operator's Manual for TWAIN Driver / File Downloader**, **e-Filing Guide** and **Operator's Manual for Backup/Restore Utility**.

Client software for the network management

| TopAccess | TopAccess enables you to view the device information, monitor jobs, create templates and manage address book from your computers using a browser. The device can be set up and maintained with the administrator's function from your computers using a browser. |

For details, refer to the **TopAccess Guide**.

Software for the network fax functions

| N/W-Fax driver | The N/W-Fax driver enables you to send electronic documents as faxes or internet faxes from your computers to one or more contacts or groups via this equipment. |
| AddressBook Viewer | AddressBook Viewer enables you to manage Fax numbers and Internet Fax addresses of the contacts and upload the address book from computers to this equipment. The contacts managed by AddressBook Viewer can be used for Fax and Internet Fax transmissions by N/W-Fax. |

For details, refer to the **Software Installation Guide**, **Network Fax Guide** and **Operator's Manual for AddressBook Viewer**.
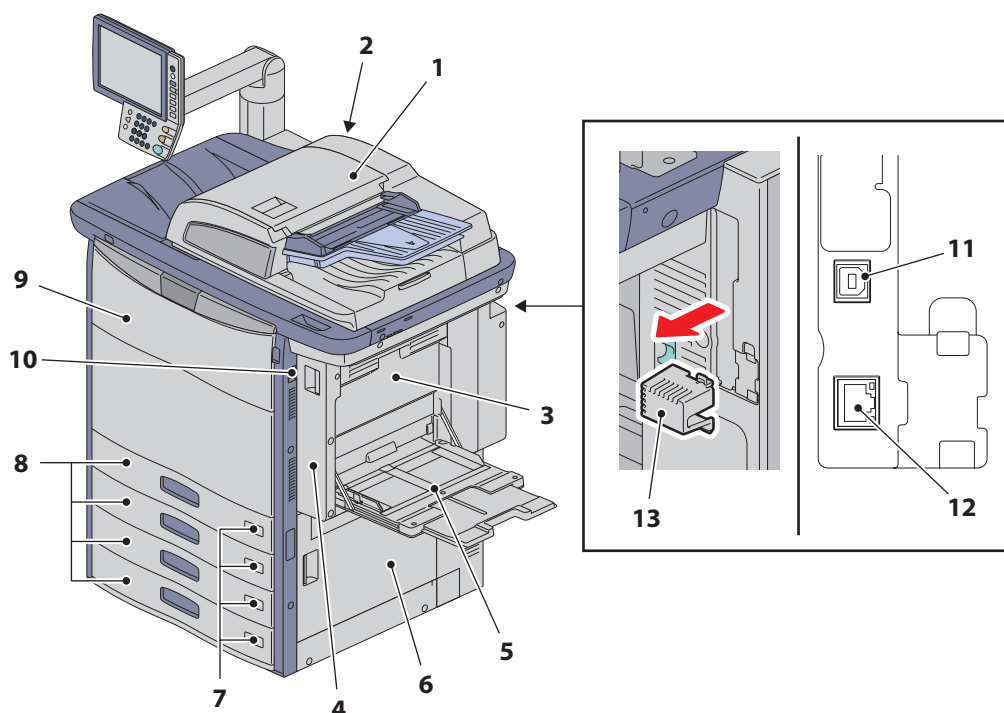
1

2

3

4

5

Description of Each Component

This section describes the names and operations of the components and options.

Front / Right side

1. **Reversing Automatic Document Feeder**
   The stack of originals is scanned one sheet at a time. Both sides of the originals can be scanned. A maximum of 100 originals (80 g/m^2 or 20 lb. Bond) (or stack height 16 mm or 0.62") can be placed in one go. (The maximum number of sheets that can be set may vary depending on the media type of the originals.)

2. **Operator's manual pocket (back side)**
   Keep the manual in this pocket.

3. **Duplexing unit cover**
   Open it when paper jams occur in the duplexing unit.

4. **Duplexing unit**
   Use this unit for printing on both sides of the paper. Open it when paper jams occur.

5. **Bypass tray**
   Use this to perform printing on special media types such as OHP film, waterproof paper, etc.

6. **Paper feed cover**
   Open this cover when releasing paper misfed in the drawer feeding area.

7. **Paper size indicator**

8. **Drawer**
   A maximum of 540 sheets (80 g/m^2 or 20 lb. Bond) or 500 sheets (105 g/m^2 or 28 lb. Bond) of plain paper can be placed in one go.

9. **Front cover**
   Open this cover when replacing the toner cartridge or releasing paper misfed in the Bridge Unit.

10. **Main power switch**
    Use this switch to turn the power of the equipment ON or OFF.
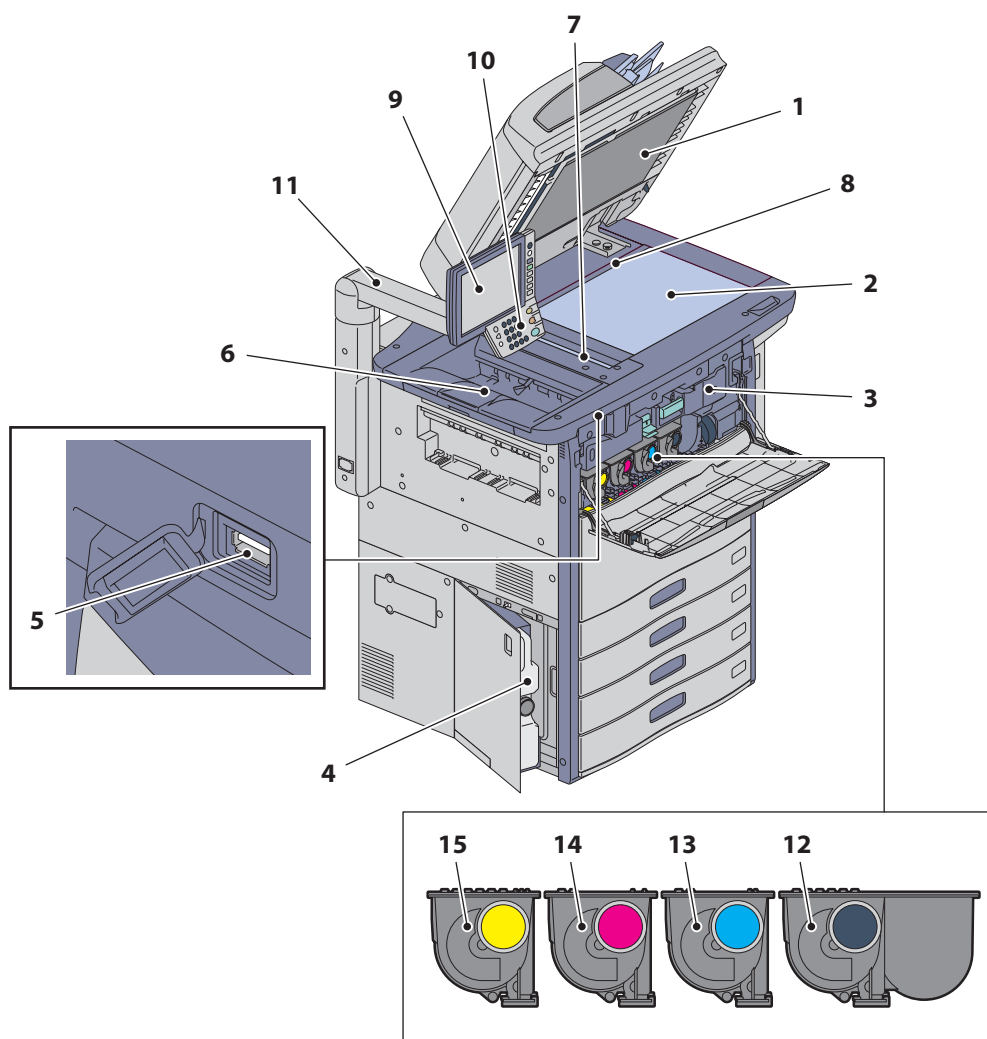   📖 P.22 "Turning Power ON/OFF"

11. **USB terminal (4-pin)**
    Use this terminal when connecting this equipment to a PC with a commercially available USB cable.

12. **Network interface connector**
    Use this connector when connecting this equipment to a network.

13. **Network interface connector cover**

Left side / Inner side

1. Platen sheet
  P.60 "Regular Maintenance"

2. Original glass
Use this to copy three-dimensional originals, book-type originals and special paper such as OHP film or tracing paper, as well as plain paper.

3. Bridge unit
Open it when paper jams occur.

4. Waste toner box
  P.45 "Replacing Waste Toner Box"

5. USB port
Use this port when printing files stored in a USB device or storing scanned data into the USB device.

6. Receiving tray
Printed paper exits into this tray. The loading capacity is approx. 100 sheets ($80g/m^2$ or 20 lb. Bond). This may vary depending on the paper conditions such as the degree of paper curling.

7. Scanning area
The data of originals transported from the Reversing Automatic Document Feeder are scanned here.
  P.60 "Regular Maintenance"

8. Original scale
Use this to check the size of an original placed on the original glass.

9. Touch panel
Use this to set and operate various types of functions such as copying and fax.
  P.19 "Touch panel"

10. Control panel
Use this to set and operate various types of functions such as copying and fax.
  P.16 "Control panel"

11. Control panel arm
Use this to adjust the height of the control panel.
  P.18 "Adjustment of the height and angle of the control panel"

12. Black toner cartridge

13. Cyan toner cartridge

14. Magenta toner cartridge

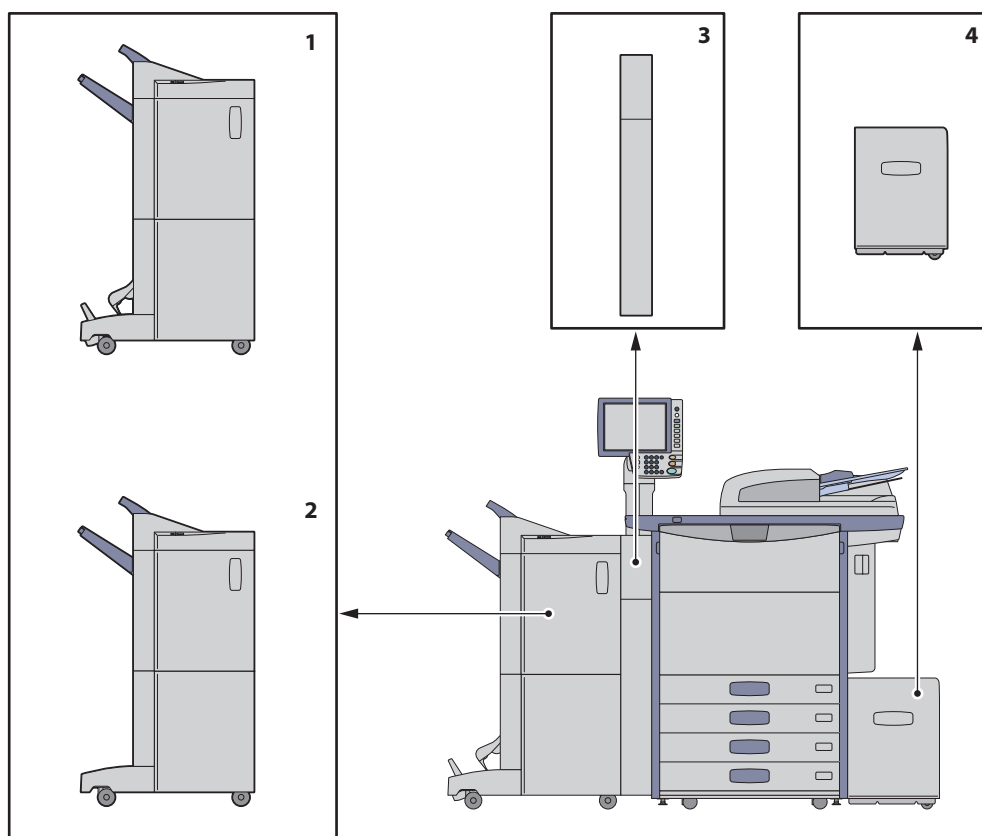**15. Yellow toner cartridge**
  P.44 "Replacing Toner Cartridge"

Configuration of options

1. **Saddle Stitch Finisher (MJ-1104)**
   This Finisher enables saddle stitching, in addition to sort/group finishing and stapling. The Hole Punch Unit (optional, MJ-6102) can be installed in this Finisher.

2. **Finisher (MJ-1103)**
   This Finisher enables sort/group finishing and stapling. The Hole Punch Unit (optional, MJ-6102) can be installed in this Finisher.

3. **Hole Punch Unit (MJ-6102)**
   This unit enables you to punch holes on printed sheets.

4. **External Large Capacity Feeder (MP-2501)**
   This feeder enables you to feed up to 2500 sheets (80 g/m^2 or 20 lb. Bond) of A4 or LT paper.

Other options available are as follows. Contact your service technician or Toshiba product distributors for details.

FAX Unit (GD-1270)
This is a unit for using the equipment as a Fax machine.
• Installed inside of the equipment

2nd Line for FAX Unit (GD-1260)
This unit enables you to add a line to the Fax, making a 2nd line available.
• Installed inside of the equipment
• The Fax Unit (optional, GD-1270) is required.

Wireless LAN Module (GN-1050)
This module enables the equipment to be used in a wireless LAN environment.
• Installed inside of the equipment
• The Antenna (optional, GN-3010) is required.
• The equipment cannot be connected to the wireless and wired LAN at the same time.

Bluetooth Module (GN-2010)
This module enables you to perform Bluetooth printing.
• Installed inside of the equipment
• The Antenna (optional, GN-3010) is required.

Antenna (GN-3010)
This is used when the Wireless LAN Module or Bluetooth Module is installed.

e-BRIDGE ID Gate (KP-2004, KP-2005)
You can login and use the equipment simply by holding the IC card over the e-BRIDGE ID Gate.
• Installed on the right-hand side of the equipment.

Data Overwrite Enabler (GP-1070)
This is an enabler to erase the data stored temporarily when copying, printing, scanning, Fax, internet Fax or network Fax is performed. It overwrites temporarily stored data with random data.

IPSec Enabler (GP-1080)
This enables the IPsec function in this equipment.

Meta Scan Enabler (GS-1010)
This enables the Meta Scan function in this equipment.

External Interface Enabler (GS-1020)
This enables the EWB function in this equipment.

Finisher Guide Rail (KN-1103)
This unit is used when the equipment is installed on soft surface flooring. This allows you to separate/install an optional finisher from/to the equipment easily.

1

2

3

4

5

Control panel

Use the buttons on the control panel for various operations and settings in the equipment.
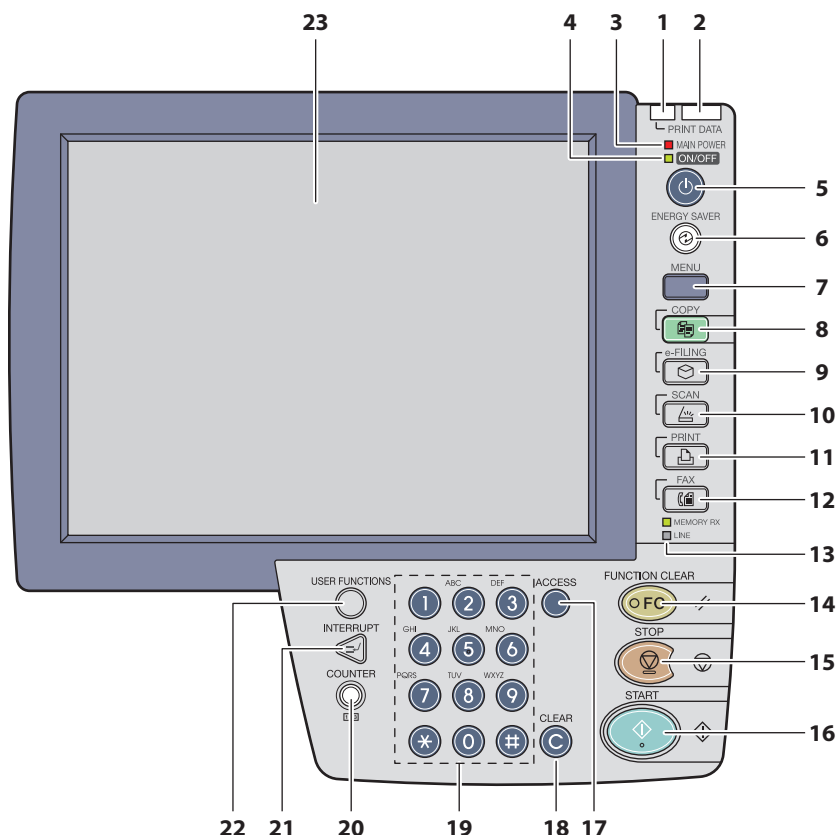
1. **PRINT DATA lamp**
   This lamp lights during reception of data such as print data.

2. **ALARM lamp**
   This lamp lights when an error occurs and the equipment needs some actions to be taken.

3. **MAIN POWER lamp**
   This lamp lights when the main power switch of this equipment is ON.

4. **ON/OFF lamp**
   This lamp lights when the POWER of this equipment is ON.

5. **[POWER] button**
   Use this button to shut down the power of the equipment.

6. **[ENERGY SAVER] button**
   Use this button for the equipment to enter the energy saving mode.

7. **[MENU] button**
   Use this button to display frequently used templates.

8. **[COPY] button**
   Use this button to use the copying function.

9. **[e-FILING] button**
   Use this button to access stored image data.

10. **[SCAN] button**
    Use this button to use the scanning function.

11. **[PRINT] button**
    Use this button to use the printing functions such as private printing, in this equipment.

12. **[FAX] button**
    Use this button to use the Fax / Internet Fax function.

13. **MEMORY RX / LINE lamps**
    These lamps show the status of the Fax data reception and Fax communication. The equipment can be operated even while these lamps are lit.

14. **[FUNCTION CLEAR] button**
    When this button is pressed, all selected functions are cleared and returned to the default settings. If the default setting is changed on the control panel, and then copying, scanning, Fax or similar is performed, this button blinks.

15. **[STOP] button**
    Use this button to stop any scanning and copying operations in progress.

16. **[START] button**
    Use this button to start copying, scanning and Fax operations.

17. [ACCESS] button

Use this button when the department code or user information has been set. If this button is pressed after copying, etc., the next user cannot use functions such as copying without keying in the department code or user information. Refer to the *MFP Management Guide* for the department and user management.

18. [CLEAR] button

Use this button to correct the numbers keyed in, such as the number of copy sets.

19. Digital keys

Use these keys to enter any numbers such as the number of copies, telephone numbers or passwords.

20. [COUNTER] button

Use this button to display the counter.

21. [INTERRUPT] button

Use this button to interrupt print processing and perform a copy job. The interrupted job is resumed by your pressing this button again.

22. [USER FUNCTIONS] button

Use this button for paper size or media type setting of drawers, and registration of the copy, scan and FAX settings including a default setting change. Refer to the *MFP Management Guide* for the functions enabled by this button.

23. Touch panel

Use this panel for the various settings of the copying, scanning and Fax functions. This panel also indicates the status of the equipment, such as when you run out of paper or there is a paper jam.

1

2

3

4

5

Adjustment of the height and angle of the control panel

Adjusting the height of the control panel

The height of the control panel is adjustable for your convenience.
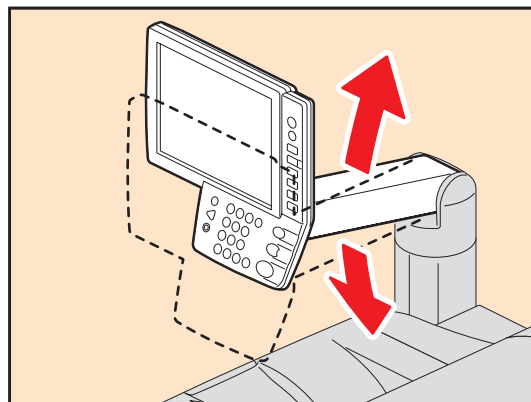
Adjustment of the angle of the control panel

The control panel is adjustable at any angle, right or left, up or down.
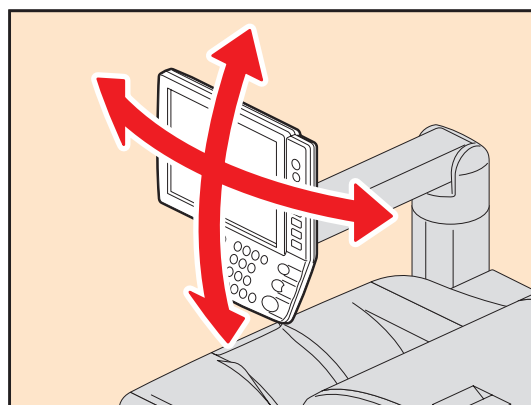
Touch panel

When the power is turned ON, the basic menu for the copying function appears on this touch panel. The status of the equipment is also displayed on the touch panel with messages and illustrations.
The menu shown at the time of turning the power ON can be changed to one for functions other than copying, for example, Fax function. Contact your service technician for details.
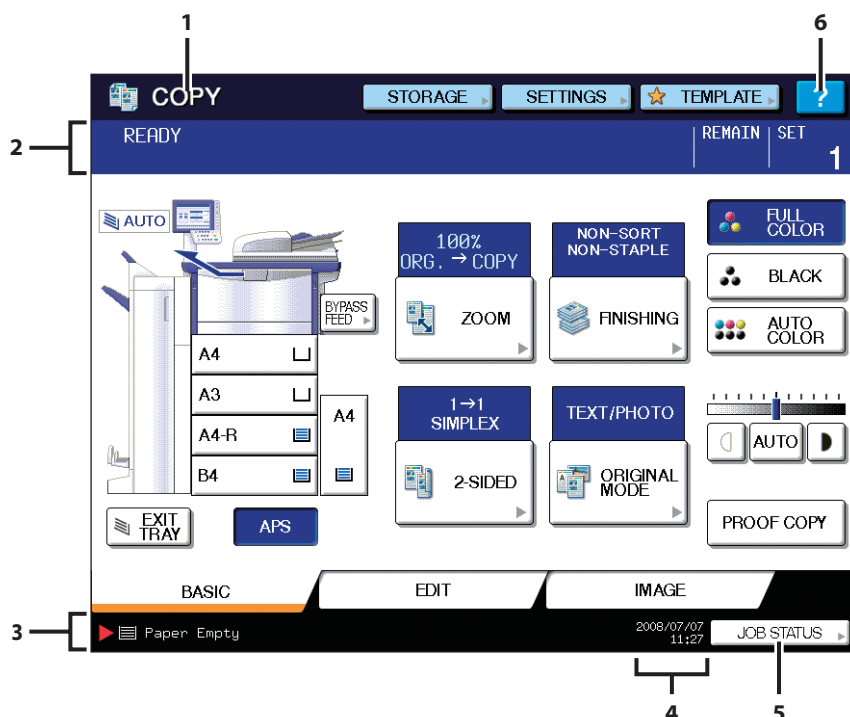
1. Function display
The function in use, such as copying or Fax, is displayed.

2. Message indication area
This shows how you operate this equipment or the current status of this equipment in message form.

3. Alert message indication area
This shows alert messages such as the replacement timing of the toner cartridges or the waste toner box.

4. Date and time

5. [JOB STATUS] button
This is for confirming the processing status of copy, fax, scan or print jobs, and also for viewing their performing history.

6. [Help] button
This is for viewing the explanation of each function or the buttons on the touch panel.

Message display

The following information appears in the touch panel:
Equipment status, operational instructions, cautionary messages, reproduction ratios, number of copy sets, paper size of a selected drawer, amount of paper remaining in a selected drawer and date and time.

Touch-buttons

Press these buttons on the touch panel lightly to set various functions.

Clearing functions selected

When you press the selected button, the function which has been selected is cleared. Or the selected setting is cleared automatically by the automatic function clear* when the equipment has been left inactive for a specified period of time.
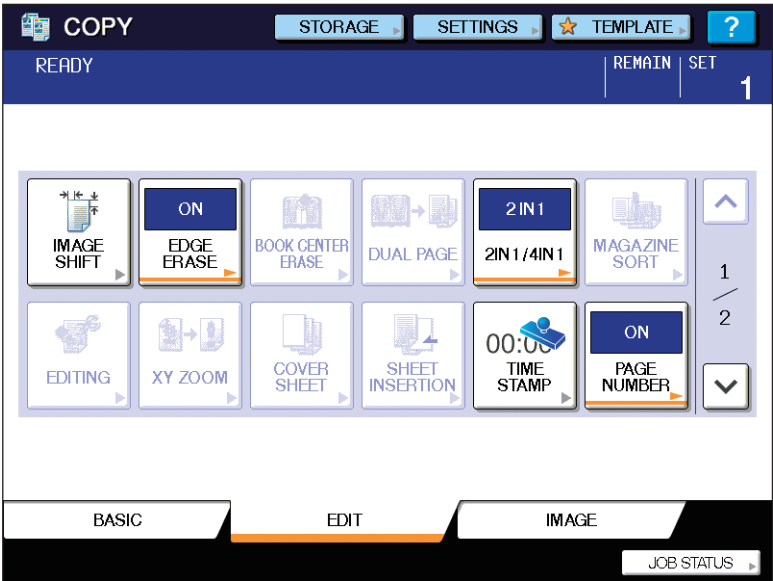
*   Automatic function clear:
     This function works when a specified period of time has passed since the last paper exit or the last entry of any button. This function returns all the function settings to default without the need to press the [FUNCTION CLEAR] button. When the department or user management function is being used, the display returns to the department code or user information input menu. When these functions are not being used, the display returns to the basic menu of the copying function.

The period for the automatic function clear is set at 45 seconds by default at the time of installation of the equipment. Refer to the *MFP Management Guide* for change of this setting.

Adjusting the contrast of the touch panel

You can set the contrast of the touch panel in the USER FUNCTIONS menu entered by pressing the [USER FUNCTIONS] button on the control panel. For details, refer to the *MFP Management Guide*.

Setting letters

The following menu appears when the entry of any letter is required for the operations of scanning, e-Filing, template and Internet Fax.
Use the buttons on the touch panel for letter entry and use the digital keys on the control panel for number entry.
After entering the letters, press [OK]. The menu will be changed.
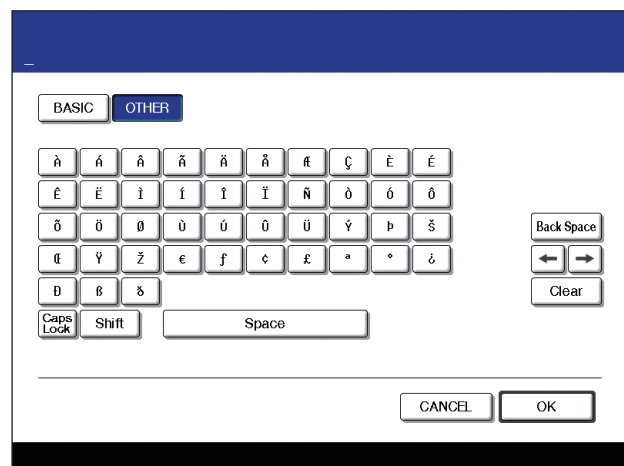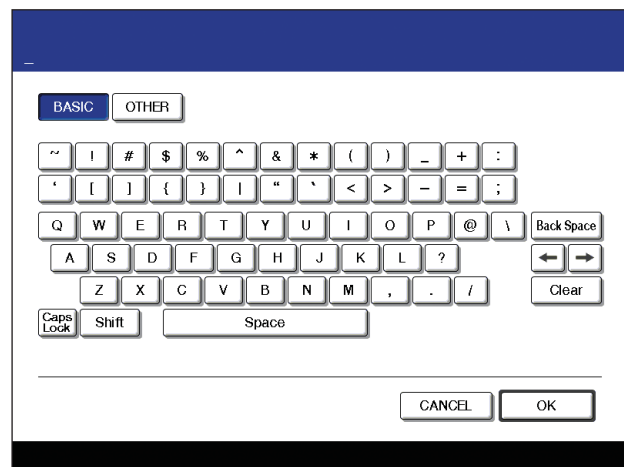
The following buttons are used for letter entry.

[BASIC]:	Press this to access the basic keys.
[OTHER]:	Press this to access the special keys.

[Caps Lock]:	Press this to switch capital letters and small letters.
[Shift]:	Press this to enter capital letters.
[Space]:	Press this to enter a space.

[Back Space]:	Press this to delete the letter before the cursor.
[←] [→]:	Press them to move the cursor.
[Clear]:	Press this to delete all letters entered.

[CANCEL]:	Press this to access the special keys.
[OK]:	Press this to fix all entered letters.

Turning Power ON/OFF

This section explains how to turn the power ON and OFF.

Turning the power ON

If the MAIN POWER lamp is not lit, open the main power switch cover and turn the power ON with the main power switch.
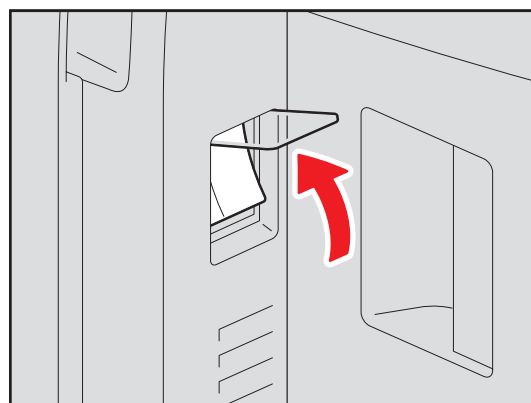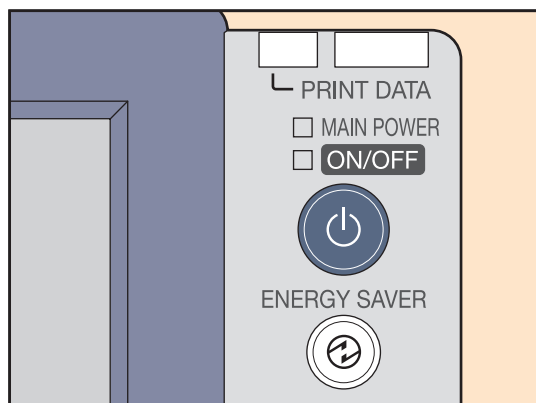
If the MAIN POWER lamp is lit, press the [POWER] button until the ON/OFF lamp lights.
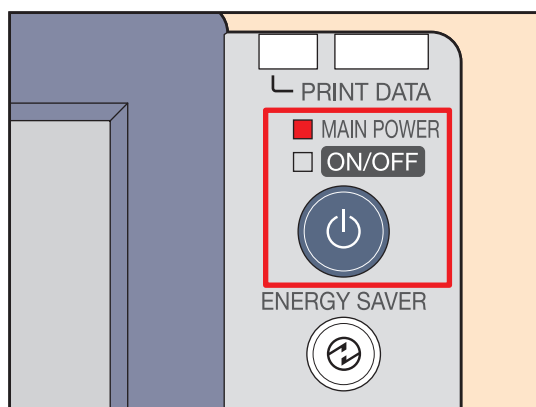
- The equipment starts warming-up. "Wait Warming Up" appears during warming-up.
- While the equipment is warming up, you can use the auto job start function. For details, refer to the *Copying Guide*.

The equipment will be ready for copying after about 180 seconds and "READY" appears.
When you turn the power of the equipment OFF, be sure to shut it down by pressing the [POWER] button on the control panel. (&P.23 "Turning the power OFF (Shutdown)") Do not simply turn the main power switch.

When "ERASING DATA" appears

This message appears when the Data Overwrite Enabler (optional) has been installed. It appears immediately after the power is turned ON or after the equipment has been operated. You can operate the equipment even if it is displayed.

Tip

When the use of the equipment is managed under department management or user management function, you need to enter the department code or user information before making a copy. For details, see the following page:
&P.25 "When Department or User Management is Used"

Turning the power OFF (Shutdown)

When turning OFF the power of the equipment, be sure to shut it down according to the procedure below. Check the following three points before shutdown.
• No jobs should be left in the print job list.
• None of the PRINT DATA, MEMORY RX and LINE lamps should be blinking.
  (If the equipment is shut down while any of the above lamps is blinking, jobs in progress such as FAX reception will be aborted.)
• No PC should access the equipment via the network.

Notes
• Use the [POWER] button on the control panel to turn the power OFF. Do not simply press the main power switch to turn the power OFF, otherwise the stored data may be lost or the hard disk may be damaged.
• When the equipment is shut down, the job in progress is cleared.
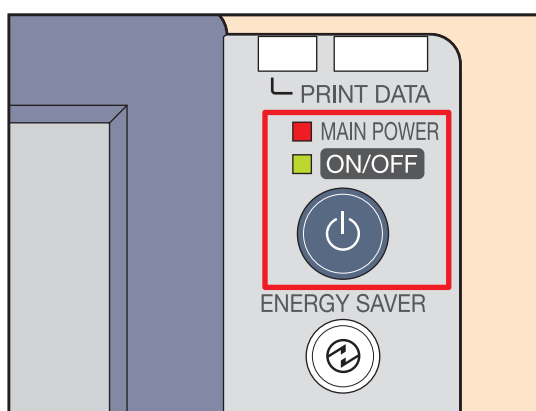
Press the [POWER] button until the sound is heard.
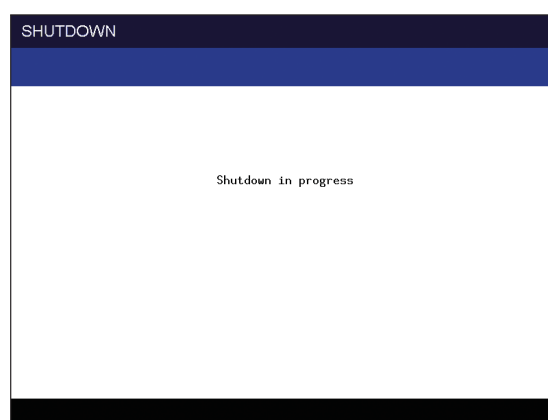
"Shutdown in progress" appears on the menu. After a while, the power of the equipment is turned OFF.

If you will not use the equipment for a long period of time, press the [POWER] button on the control panel to shut down the equipment, confirm that the ON/OFF lamp is not lit and then turn the power OFF with the main power switch.
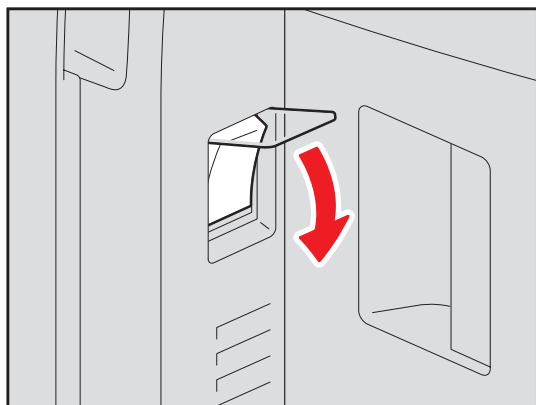
When the power is turned OFF with the main power switch, the main power switch lamp will go out.

1

2

3

4

5

23

Energy saving mode

This equipment supports two energy saving modes; the Automatic Energy Save mode and the Sleep mode.

Automatic Energy Save

The equipment enters the Automatic Energy Save mode automatically after a specified period of time[*1] since its last use. During this mode, "Saving energy – Press START button" appears on the touch panel.

Sleep mode

The equipment enters the Sleep Mode automatically after a specified period of time[*2] since its last use. In this mode, the message on the touch panel goes off and the [ENERGY SAVER] button lights in green.

These modes are automatically cleared upon the reception of print data, Fax data, Internet Fax data or E-mails. They are also cleared by pressing the [START] button.

*1 This period is set at 3 minutes for e-STUDIO5520C, 5 minutes for e-STUDIO6520C and 10 minutes for e-STUDIO6530C by factory default.
*2 This period is set at 30 minutes by factory default.

Refer to the *MFP Management Guide* for changing the default settings noted above.

> **Note**
> **For the European version**
> Contact your service representative to change the default settings noted above.

The equipment can also be made to enter the sleep mode manually by means of the following procedure. In this mode, the message on the touch panel goes off and the [ENERGY SAVER] button lights in green.
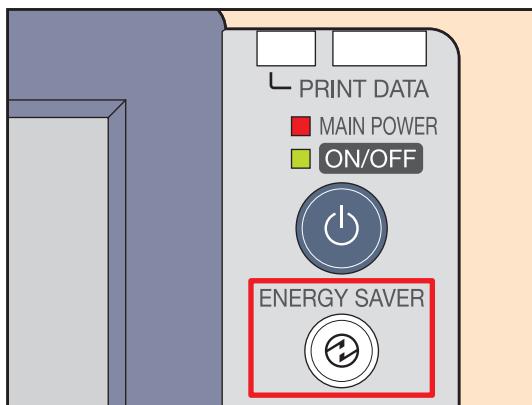
Press the [ENERGY SAVER] button on the control panel.

To cancel the energy saving mode

Press the [START] button on the control panel. The sleep mode is cleared and the equipment will be ready for copying. The sleep mode can be also cleared by pressing any button of [ENERGY SAVER], [COPY], [e-FILING], [SCAN], [PRINT] and [FAX].

When Department or User Management is Used

When the equipment is managed with the department or user management function, users need to enter the department code or user information before making copies, etc.

Department management

You can restrict users or manage copy volumes made by an individual group or department in your company using the department codes. When the copy volume is controlled under the department code, enter the code after turning the power on. Refer to the *MFP Management Guide* for setting and registration of the department codes.

When the power of the equipment is turned ON, the following menu appears.
This menu also appears when the [ACCESS] button on the control panel is pressed or the automatic function clear has worked.

Key in a department code (5 digits) previously registered and press [OK] on the touch panel. The menu will switch and the equipment will be ready to be used.
If the department code keyed in is incorrect, the menu does not change. Key in the correct one.

After the operation
When you finish all operations, press the [ACCESS] button on the control panel to prevent unauthorized use of the equipment. The display returns to the department code input menu.

1

2

3

4

5

User management

Users of the equipment can be limited and the available functions and past record of each user can be controlled by using the user management function. When the equipment is managed under this function, turn the power ON and enter the information required (e.g. user name, password). The menu for entering user information also appears when you press the [ACCESS] button on the control panel or automatic function clear has worked. Enter the information according to the procedure below.

Tip

If a guest user is enabled in the user management, the [GUEST] button is displayed on the touch panel. Press [GUEST] to login as a guest user. For the types of functions available, consult the administrator.

MFP local authentication, LDAP authentication

```
Enter the user name and Password              REMAIN  SET
                                                        1

USER AUTHENTICATION    ▶ Key in the user name and password. Press OK.


            USER NAME                        GUEST

            PASSWORD




                                              OK
```
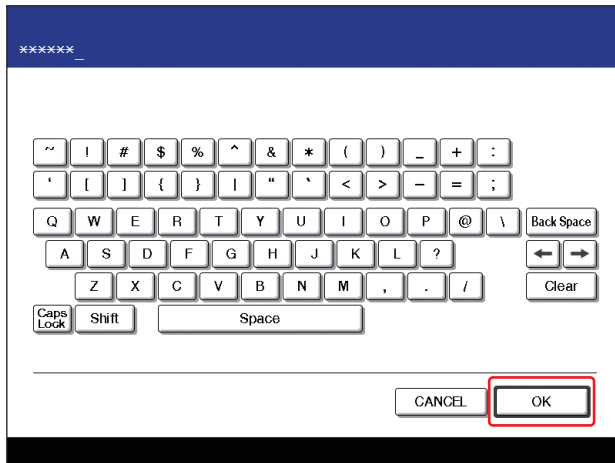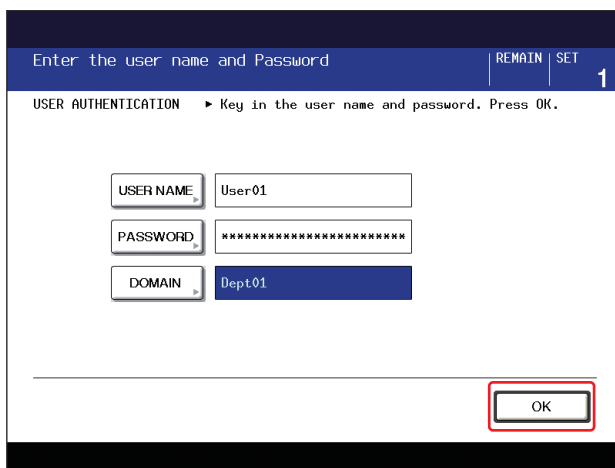
Windows Domain Authentication

```
Enter the user name and Password              REMAIN  SET
                                                        1

USER AUTHENTICATION    ▶ Key in the user name and password. Press OK.


            USER NAME                        GUEST

            PASSWORD

            DOMAIN      Dept01




                                              OK
```

1 The menu for user authentication appears.

MFP local authentication, LDAP authentication

```
Enter the user name and Password          REMAIN | SET
                                                  1

USER AUTHENTICATION   ▶ Key in the user name and password. Press OK.


            USER NAME  [                    ]

            PASSWORD   [                    ]




                                              [ OK ]
```

Windows Domain Authentication

```
Enter the user name and Password          REMAIN | SET
                                                  1

USER AUTHENTICATION   ▶ Key in the user name and password. Press OK.


            USER NAME  [                    ]

            PASSWORD   [                    ]

            DOMAIN     [ Dept.01            ]



                                              [ OK ]
```

The domain name previously set by the network administrator is displayed in [DOMAIN].

Tip

If the domain name belonging to your organization is not displayed, press [DOMAIN] and select it.

```

            DOMAIN1  [ Dept.01            ]

            DOMAIN2  [ Dept.02            ]

            DOMAIN3  [ Dept.03            ]



                                   [ CANCEL ]
```

1

2

3

4

5

2 Press [USER NAME].

```
Enter the user name and Password          REMAIN | SET
                                                  1
USER AUTHENTICATION    ▶ Key in the user name and password. Press OK.

        ┌──────────┐  ┌──────────────────────┐
        │USER NAME │  │                      │
        └──────────┘  └──────────────────────┘
        ┌──────────┐  ┌──────────────────────┐
        │PASSWORD  │  │                      │
        └──────────┘  └──────────────────────┘
        ┌──────────┐  ┌──────────────────────┐
        │DOMAIN    │  │Dept.01               │
        └──────────┘  └──────────────────────┘


                                    ┌──────┐
                                    │  OK  │
                                    └──────┘
```

3 Enter the user name (maximum 128 letters) and then press [OK].

```
User01_

  ~   !   #   $   %   ^   &   *   (   )   _   +   :
  ‘   [   ]   {   }   |   "   `   <   >   –   =   ;
  Q   W   E   R   T   Y   U   I   O   P   @   \    Back Space
   A   S   D   F   G   H   J   K   L   ?       ←  →
    Z   X   C   V   B   N   M   ,   .   /       Clear
  Caps  Shift        Space
  Lock

                              ┌────────┐  ┌──────┐
                              │ CANCEL │  │  OK  │
                              └────────┘  └──────┘
```

4 Press [PASSWORD].

```
Enter the user name and Password          REMAIN | SET
                                                  1
USER AUTHENTICATION    ▶ Key in the user name and password. Press OK.

        ┌──────────┐  ┌──────────────────────┐
        │USER NAME │  │User01                │
        └──────────┘  └──────────────────────┘
        ┌──────────┐  ┌──────────────────────┐
        │PASSWORD  │  │                      │
        └──────────┘  └──────────────────────┘
        ┌──────────┐  ┌──────────────────────┐
        │DOMAIN    │  │Dept.01               │
        └──────────┘  └──────────────────────┘


                                    ┌──────┐
                                    │  OK  │
                                    └──────┘
```

5 Enter the password (maximum 64 letters) and then press [OK].

6 Press [OK].

Placing Paper

This section explains how to set paper in the drawers of the equipment.

1
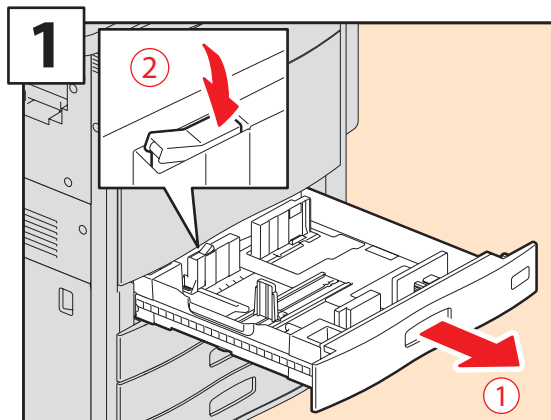
Pull out the drawer and release the lock.

2

⬇ MAX ⬇

>PS<
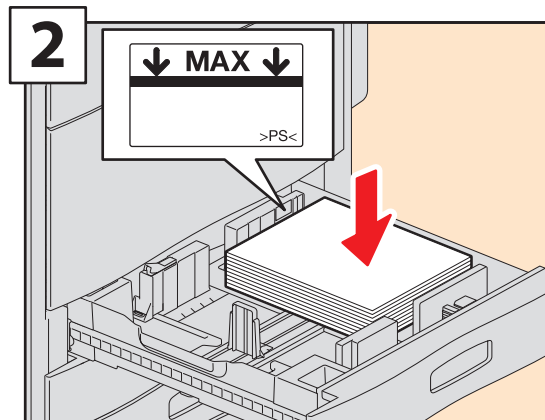
Place paper in the drawer.

3
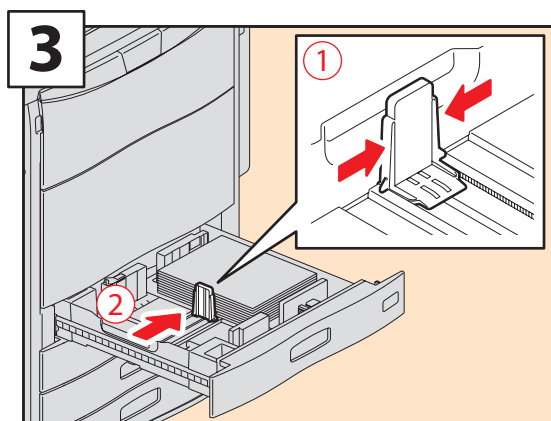
Set the end guide so that it matches the paper size.

4
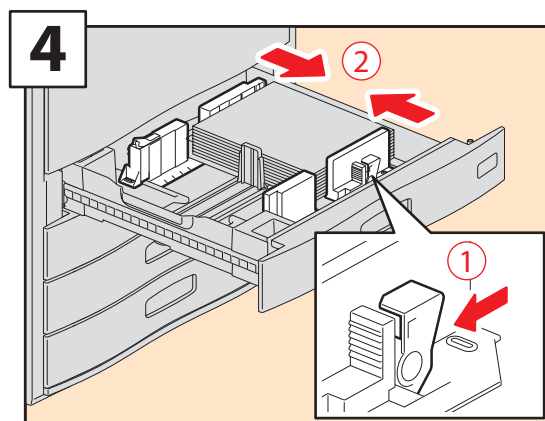
Set the side guides so that they match the paper size.

5
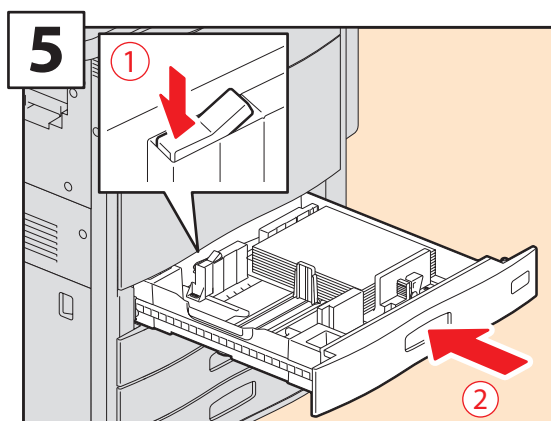
Lock the guides and push in the drawer.

Tip

For paper that can be used in this equipment, see the following page: 📖P.61 "Specifications of Equipment"

For details, refer to the **Copying Guide**.

Chapter **2**

BASIC OPERATION

Basic Copying Operation

The basic color copying procedure is as follows. Press the [COPY] button to use the copying functions.

1 Place the original(s).
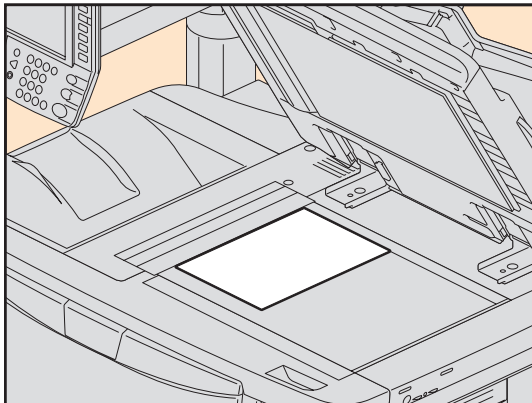
Original glass   Reversing Automatic Document Feeder
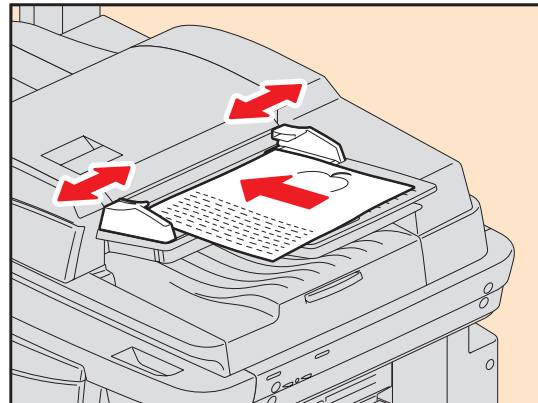
2 Key in the desired number of copy sets, and then press the [START] button.
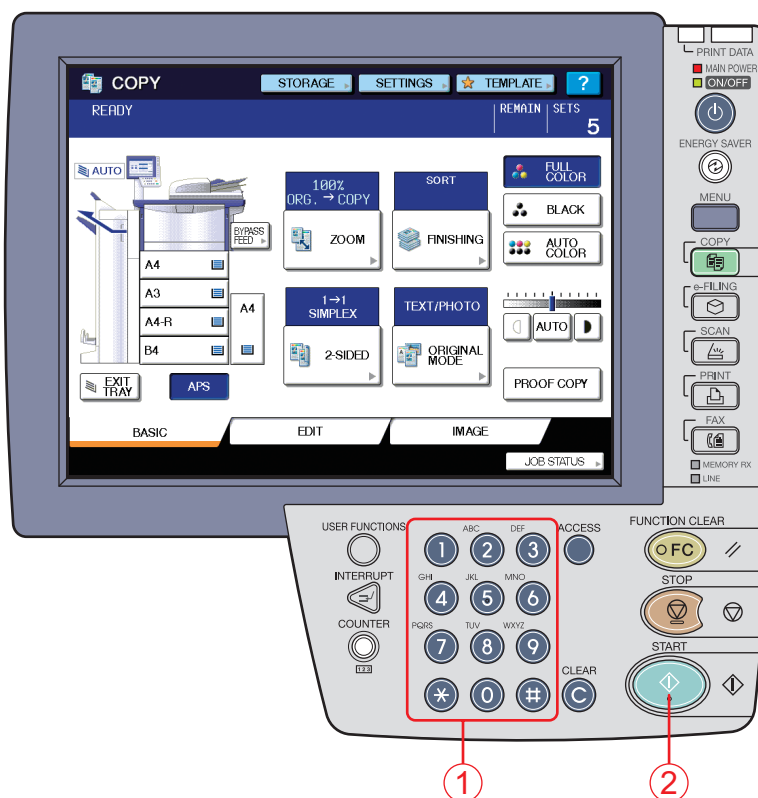
Refer to the **Copying Guide** for details.

In this case

To stop copying

Press the [STOP] button on the control panel and [MEMORY CLEAR] on the touch panel. Refer to "Chapter 2 HOW TO MAKE COPIES" in the *Copying Guide* for details.

To perform Interrupt copying

Press the [INTERRUPT] button on the control panel. Refer to "Chapter 2 HOW TO MAKE COPIES" in the *Copying Guide* for details.

To clear the number of copy sets

Press the [CLEAR] button on the control panel.

To return to the default setting

Press the [FUNCTION CLEAR] button on the control panel.
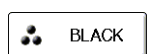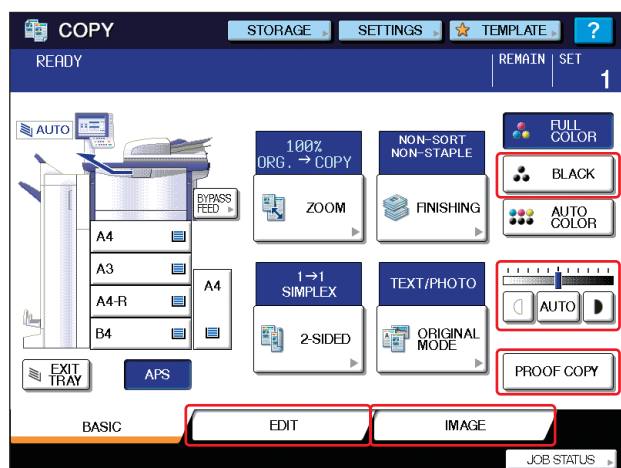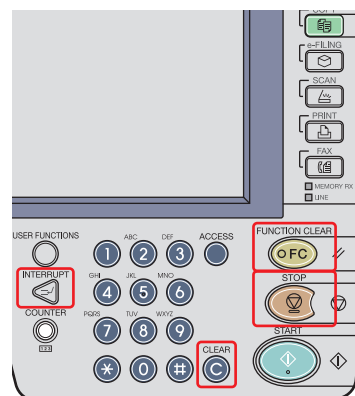
To make black-and-white copies

Press [BLACK] on the touch panel. Refer to "Chapter 3 BASIC COPY MODES" in the *Copying Guide* for details.

To adjust the copy density

Press [ ] or [ ] on the touch panel. Refer to "Chapter 3 BASIC COPY MODES" in the *Copying Guide* for details.
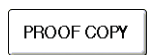
To make a trial copy

Press [PROOF COPY] on the touch panel. Refer to "Chapter 2 HOW TO MAKE COPIES" in the *Copying Guide* for details.

To use editing functions

To set editing functions such as Image shift, press the [EDIT] tab on the touch panel. Refer to "Chapter 4 EDITING FUNCTIONS" in the *Copying Guide* for details.

To adjust copied images

To adjust the copied image such as for Color balance, press the [IMAGE] tab on the touch panel. Refer to "Chapter 5 IMAGE ADJUSTMENT" in the *Copying Guide* for details.

33

Basic Fax Operation

The basic procedure for sending a Fax is as follows (The Fax Unit is optional). Press the [FAX] button to use the Fax functions.

1 **Place the original(s).**
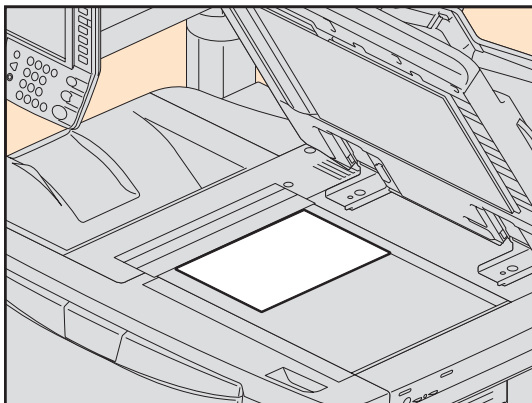
Original glass   Reversing Automatic Document Feeder
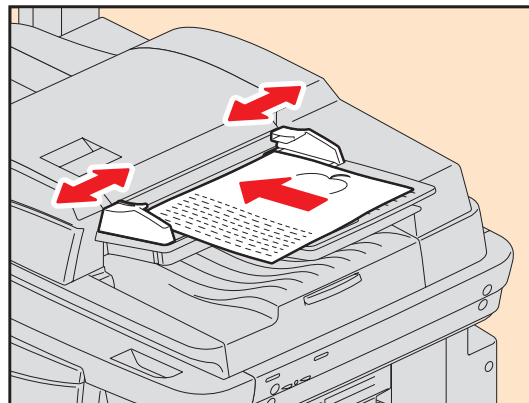
2 **Specify the Fax number using the digital keys or in the address book, and then press [SEND] on the touch panel.**

Refer to the **GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit** for details.

In this case

If you make a mistake when dialing the Fax number

Press the [CLEAR] button on the control panel to delete all the Fax numbers you entered. Or press [BACK SPACE] on the touch panel to delete them one by one. Refer to "Chapter 2 SENDING/RECEIVING A FAX" in the *GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit* for details.
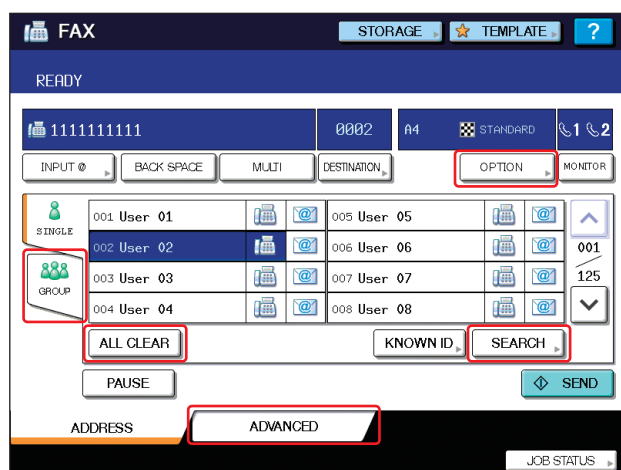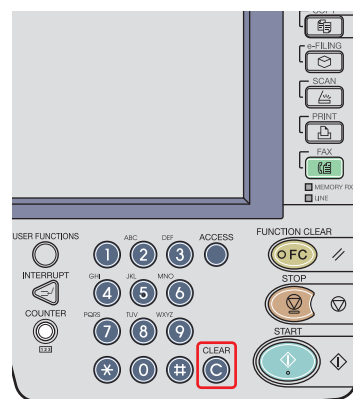
To delete all the Fax numbers specified in the address book

Press [ALL CLEAR] on the touch panel.

To specify Fax numbers which have previously been registered to a group

Press the [GROUP] tab on the touch panel and then the Fax group to send originals. Refer to "Chapter 2 SENDING/RECEIVING A FAX" in the *GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit* for details.

To search by address

Press [SEARCH] on the touch panel. Refer to "Chapter 2 SENDING/RECEIVING A FAX" in the *GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit* for details.

To set the transmission conditions

To set the transmission conditions, such as Resolution and Image density, press [OPTION] on the touch panel. Refer to "Chapter 2 SENDING/RECEIVING A FAX" in the *GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit* for details.

To set advanced functions

To set advanced functions, such as Mailbox communication and Recovery transmission, press the [ADVANCED] tab. Refer to "Chapter 4 ADVANCED FUNCTIONS" in the *GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit* for details.

Basic Scanning Operation

The basic scanning procedure is as follows. Press the [SCAN] button to use the scanning functions.

1 Place the original(s).
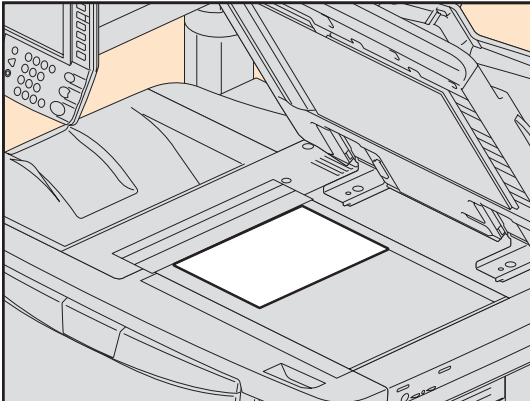
Original glass   Reversing Automatic Document Feeder
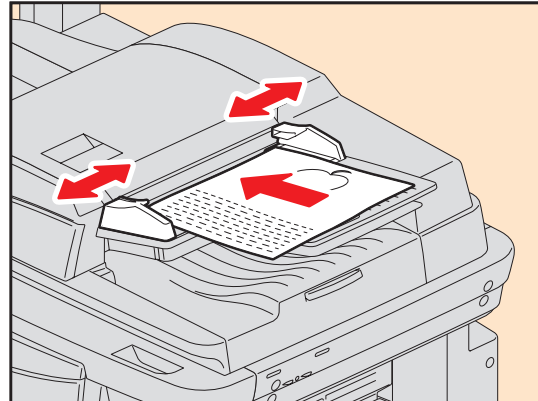
2 Specify the location where the scanned data will be stored, and then press [SCAN] on the touch panel.

Refer to the **Scanning Guide** for details.

In this case
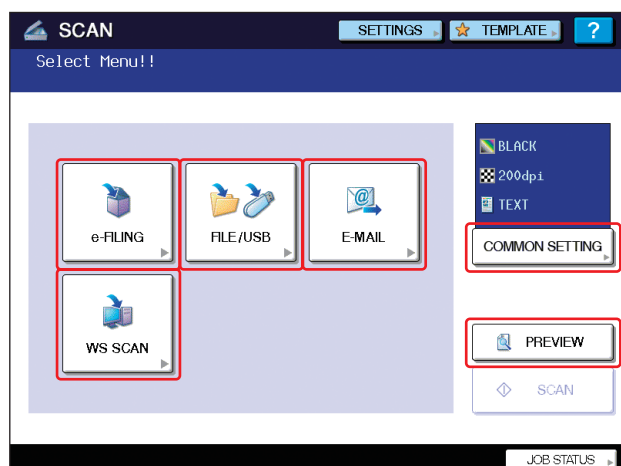
To store the scanned data in e-Filing

Press [e-FILING] on the touch panel. Refer to "Chapter 2 BASIC OPERATION" in the *Scanning Guide* and "Chapter 2 OPERATIONS WITH THIS EQUIPMENT" in the *e-Filing Guide* for details.

To store the scanned data in a shared folder or USB device

Press [FILE/USB] on the touch panel. Refer to "Chapter 2 BASIC OPERATION" in the *Scanning Guide* for details.

To send the scanned data to the specified E-mail address

Press [E-MAIL] on the touch panel. Refer to "Chapter 2 BASIC OPERATION" in the *Scanning Guide* for details.

To perform Web Service Scan

Press [WS SCAN] on the touch panel. Refer to "Chapter 2 BASIC OPERATION" in the *Scanning Guide* for details.
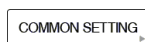
To set the scanning conditions

Press [COMMON SETTING] on the touch panel. Refer to "Chapter 3 ADVANCED FUNCTIONS" in the *Scanning Guide* for details.

To preview scanning data

Press [PREVIEW] and then [SCAN] on the touch panel. Refer to "Chapter 3 ADVANCED FUNCTIONS" in the *Scanning Guide* for details.

1

2

3

4

5

Basic e-Filing Operation

The basic e-Filing procedure is as follows. Press the [e-FILING] button to use the e-filing functions.

Storing documents

The originals are stored as e-Filing documents in this equipment as well as being copied.

1 **Place the original(s).**
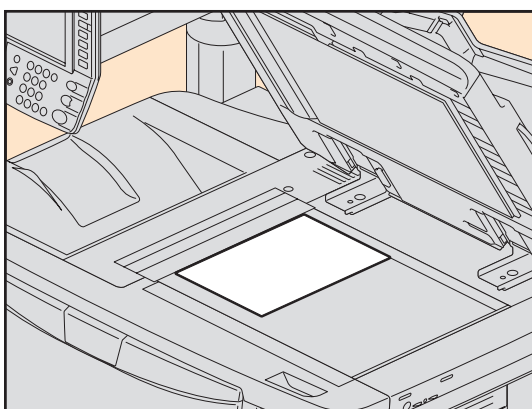
Original glass   Reversing Automatic Document Feeder
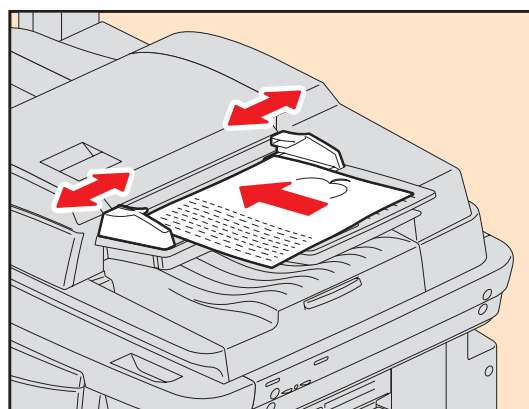
2 **Press [STORAGE] on the touch panel in the basic menu for the copying functions.**

3 **Press [STORE TO E-FILING] on the touch panel to select the box in which you want to store the data, and then press the [START] button on the control panel.**
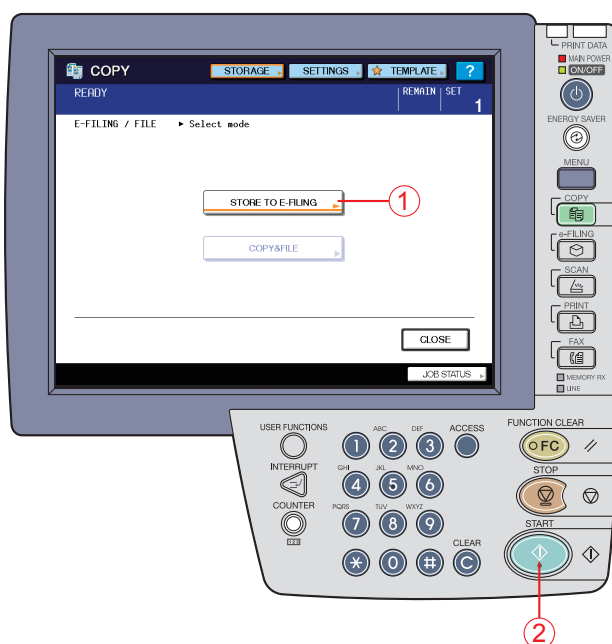
Tip
You can store documents not only by copying them but also by scanning them or using the printer driver. Refer to the *Scanning Guide* or *Printing Guide* for details.

Printing Documents

The procedure for printing documents stored in e-Filing is as follows.

1 Press the box button in which the documents are stored.

If the password is set in the box, enter the password and
press [OK] on the touch panel.

2 Select the document you want to print, and then press [PRINT] on the touch panel.

If the document is stored in a folder, select the folder and then
press [OPEN] on the touch panel.

Refer to the **e-Filing Guide** for details.

Basic Printing Operation

The procedure for printing with a PS3 printer driver from a Windows application is as follows.

1 Select [Print] in the [File] menu of the application.

2 Select the printer driver of the equipment, and then click [Preferences].
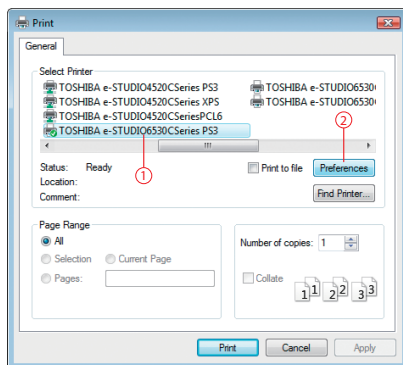
3 Set the print options and click [OK].
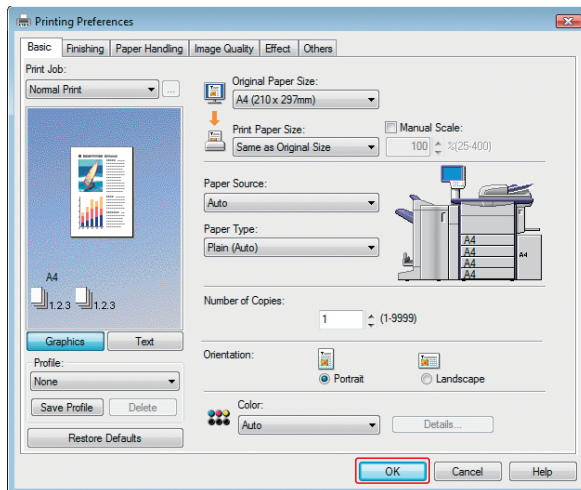
4 Click [Print].
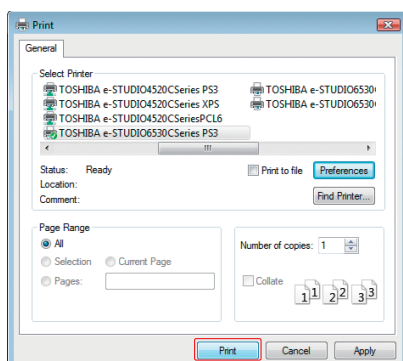
Refer to the **Printing Guide** for details.

In this case
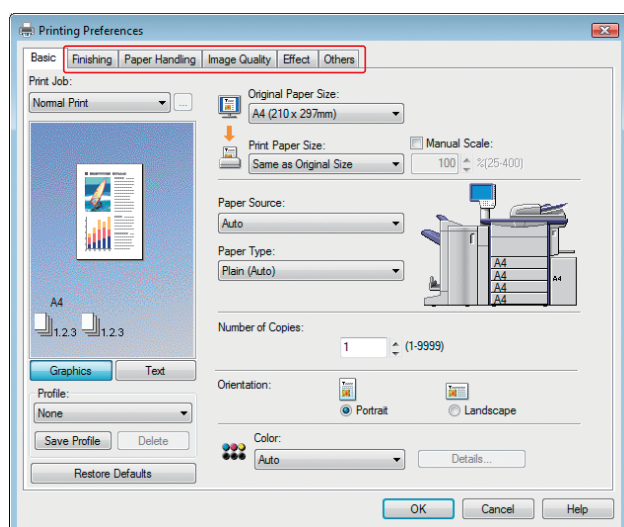
To specify paper size or number of copy sets

Click the [Basic] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the *Printing Guide* for details.

To specify 2-sided printing or N-up printing

Click the [Finishing] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the *Printing Guide* for details.

To specify Destination or Front cover printing

Click the [Paper Handling] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the *Printing Guide* for details.

To adjust Image Quality

Click the [Image Quality] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the *Printing Guide* for details.

To print with character strings or graphics on the background of the paper

Click the [Effect] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the *Printing Guide* for details.

To set not to print blank pages

Click the [Others] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the *Printing Guide* for details.

Basic Menu Operation

When the [MENU] button on the control panel is pressed, templates are displayed.

When the department management and user management are enabled, logging in the equipment and pressing the [MENU] button on the control panel display the template group last used on the menu. Refer to the *Copying Guide* and the *TopAccess Guide* for details.
• The first page of the images in the template group last used by the user who has logged in is displayed.
• In order to display the template or counter information for the individual needs of users, department management and user management are required to be set.
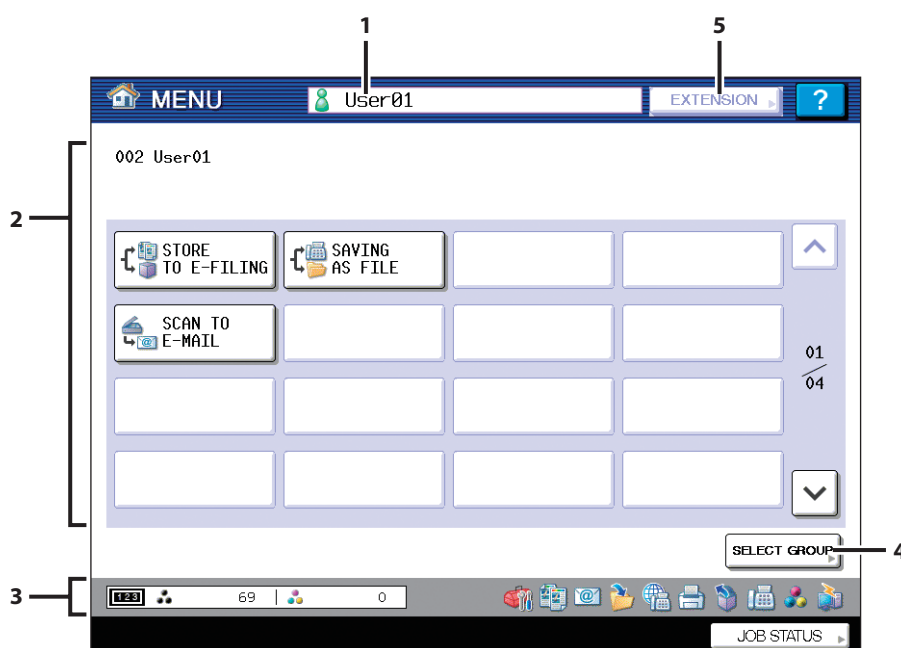
1. **User name display area**
   The name of the user logging in is displayed.

2. **Template display area**
   The template which the user logging in can use is displayed.

3. **Total print counter**
   The total print counter (Black/Full color) of the user logging in is displayed.

4. **[SELECT GROUP] button**
   The group of the template is changed.

5. **[EXTENSION] button**
   This is enabled when the External Interface Enabler (GS-1020) is installed. Contact your service technician or Toshiba product distributors for details.

Note
When department management and user management are not used, the template in the public template group and the total print counter in the equipment are displayed.

Chapter **3**
REPLACEMENT OF SUPPLIES

Replacing Toner Cartridge

The procedure for replacing the toner cartridge is as follows.

1

Open the front cover.

2
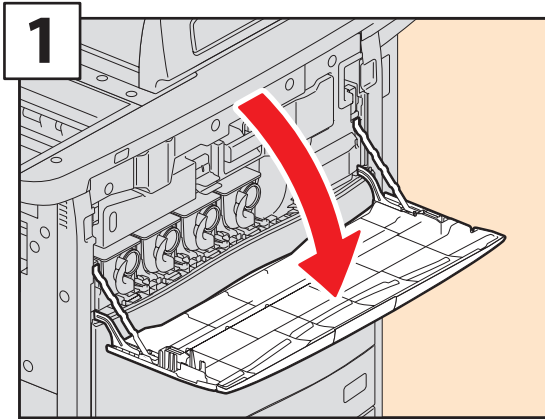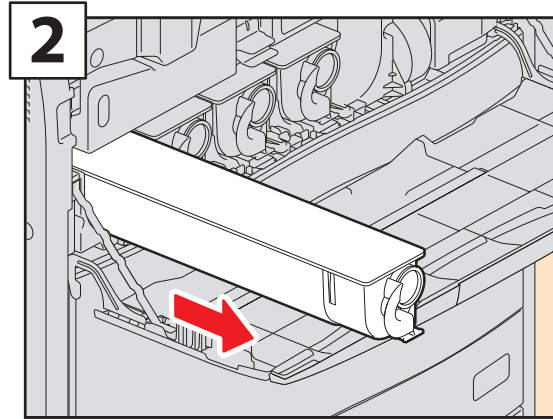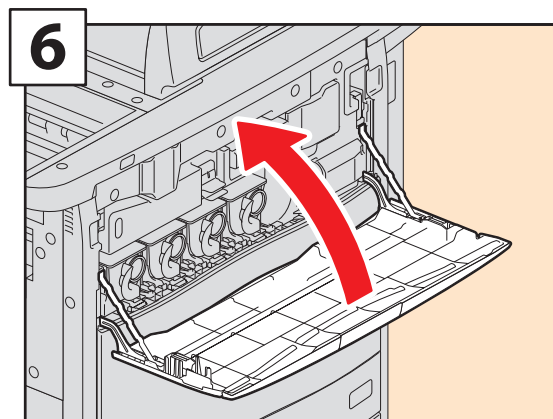
Remove the color toner cartridge you want to replace.

3
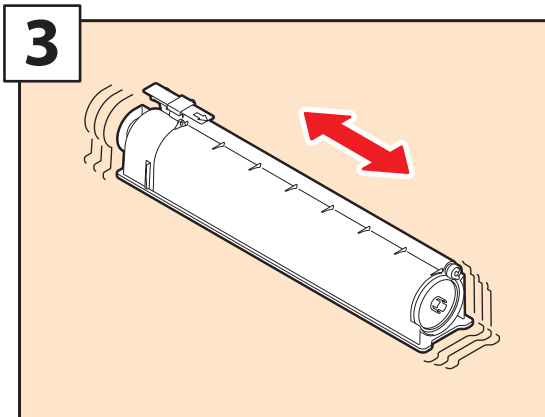
Shake the new toner cartridge well to loosen the toner inside.

4

Pull out the seal.

5
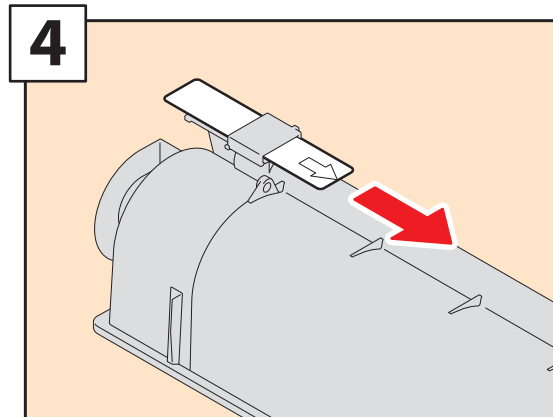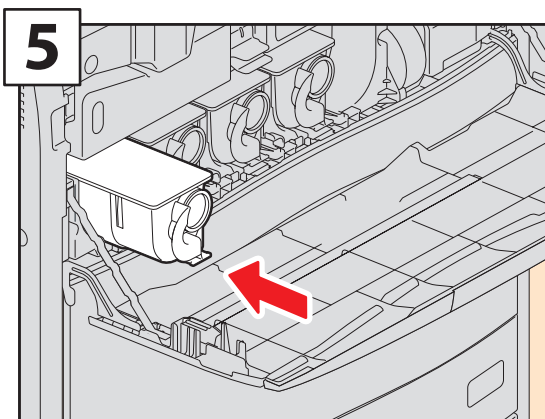
Install the new toner cartridge.

6

Close the front cover.

Refer to the **Troubleshooting Guide** for details.

Replacing Waste Toner Box

The procedure for replacing the waste toner box is as follows.

1
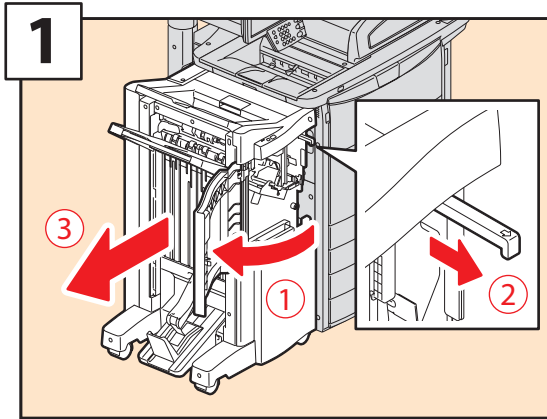
Open the front cover of the Finisher, pull the knob to unlock the Finisher, and then separate the Finisher.

2
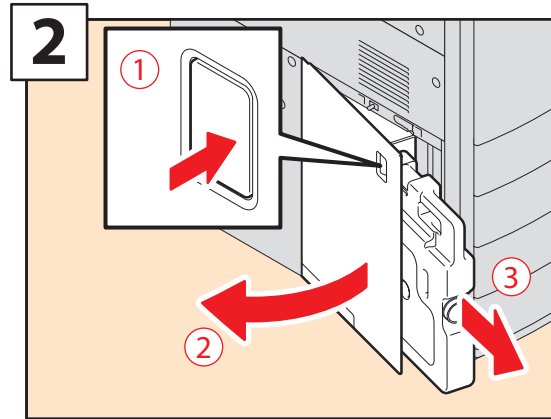
Open the waste toner box cover and remove the waste toner box.

3
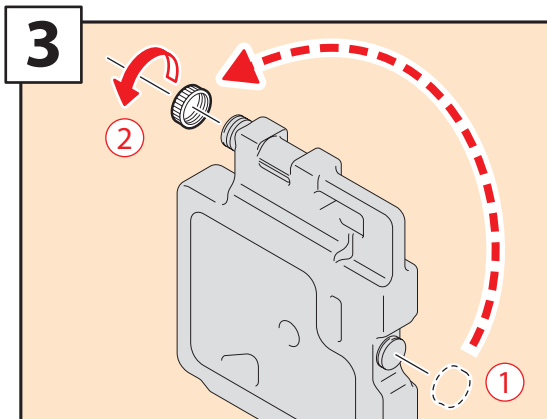
Screw the lid on the opening of the waste toner box.

4
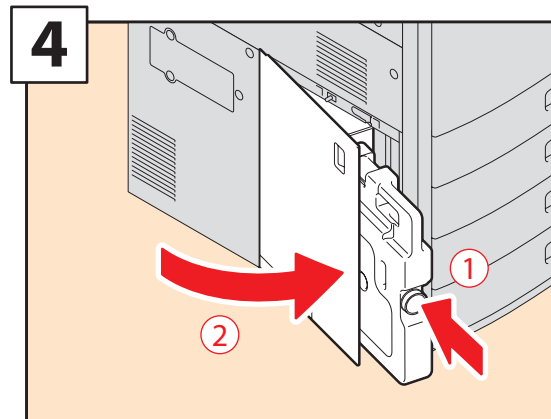
Set a new waste toner box and close its cover.

5
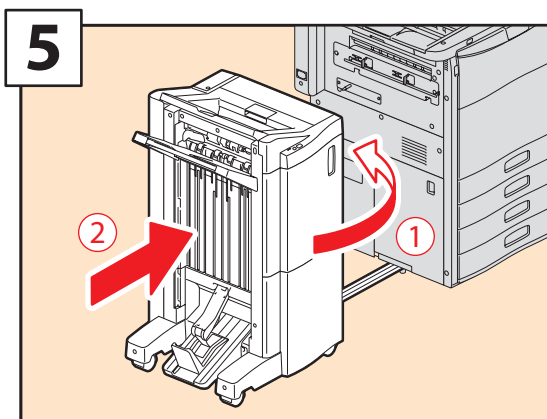
Close the front cover of the Finisher and connect the Finisher to the equipment.

> **Note**
> The knob of step 1 is inside the cover of the Hole Punch Unit when it is installed.

Refer to the **Troubleshooting Guide** for details.

45

Adding Staples

The procedure for adding staples of the Finisher (optional) is as follows.

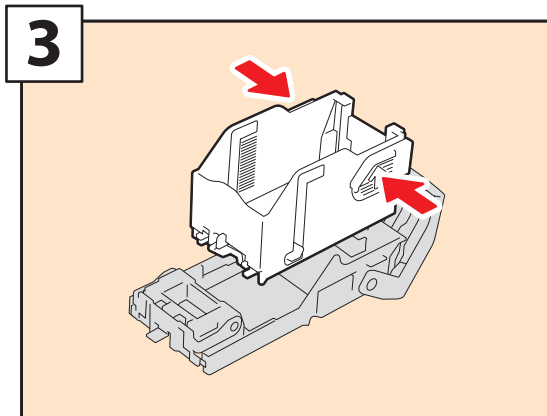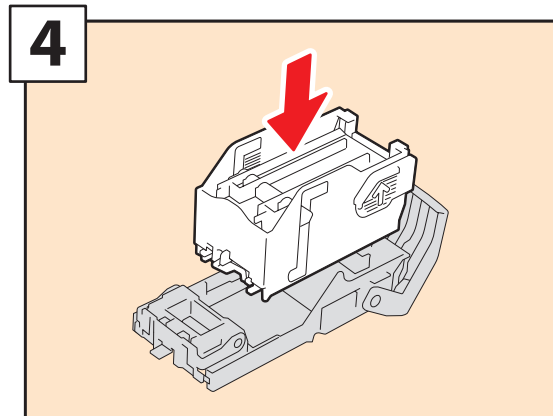## Finisher (Optional: MJ-1103/MJ-1104)
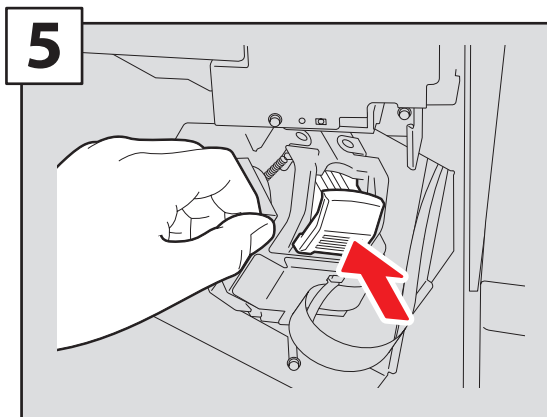
1

Open the front cover of the Finisher.

2
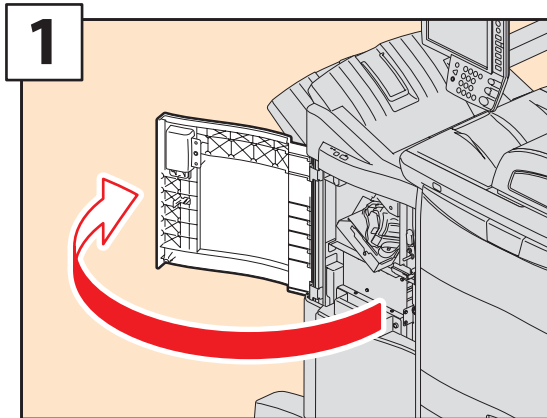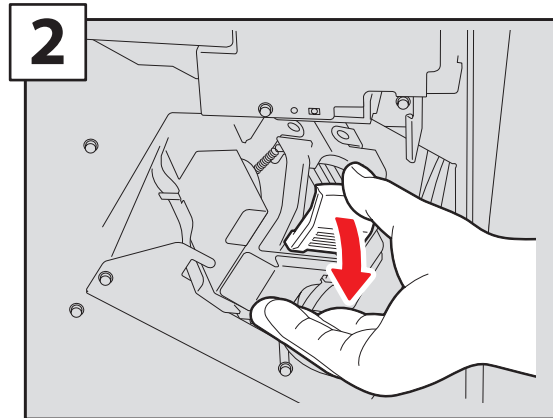
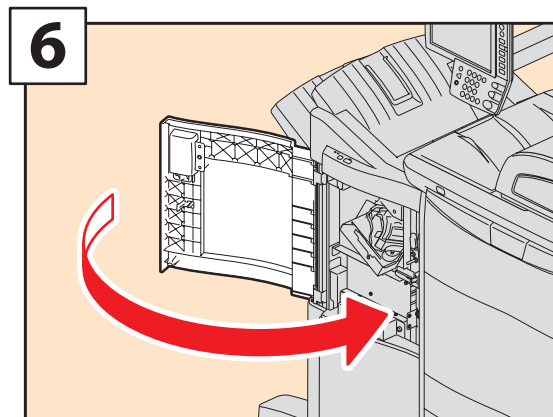Take off the staple cartridge.

3

Take the empty staple case out of the staple cartridge.

4

Install a new staple case into the staple cartridge.
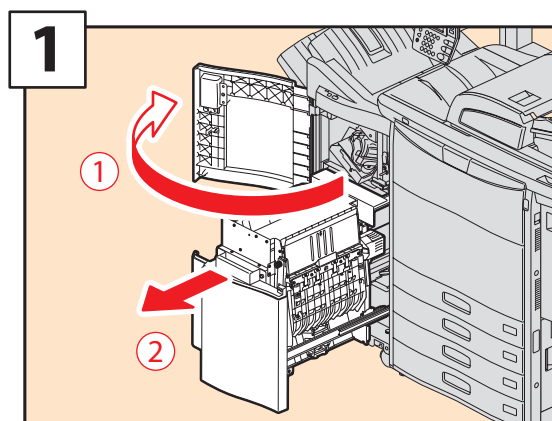
5
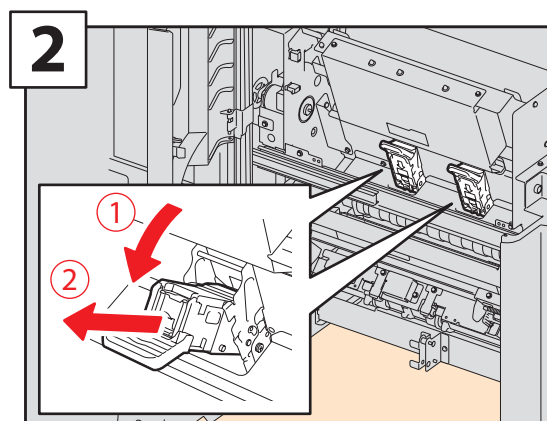
Install the staple cartridge.

6

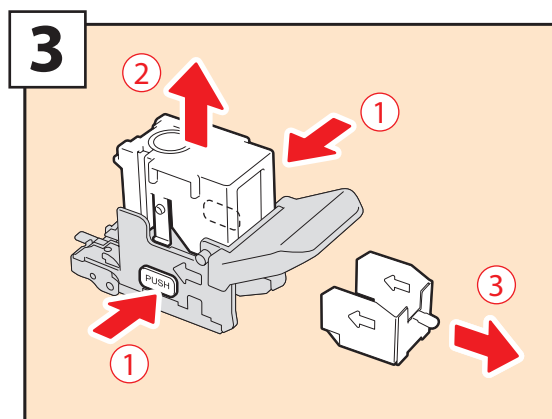Close the front cover of the Finisher.

Saddle stitch unit (Optional: MJ-1104)
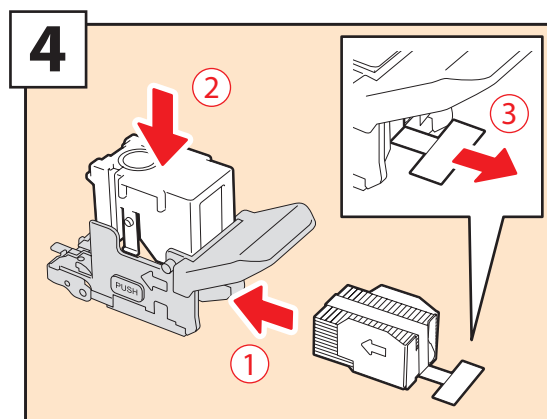
1

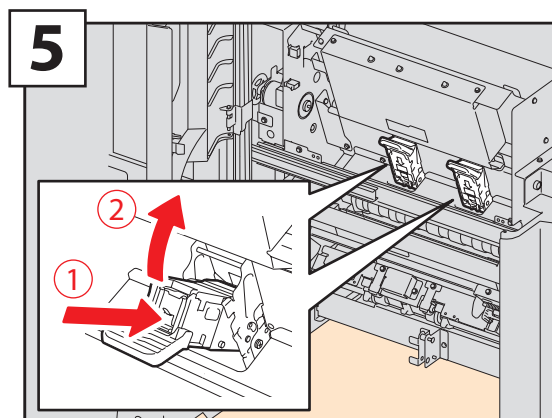Open the front cover of the Finisher, and then pull out the saddle stitch unit.

2

Take out two empty staple cartridges.

3

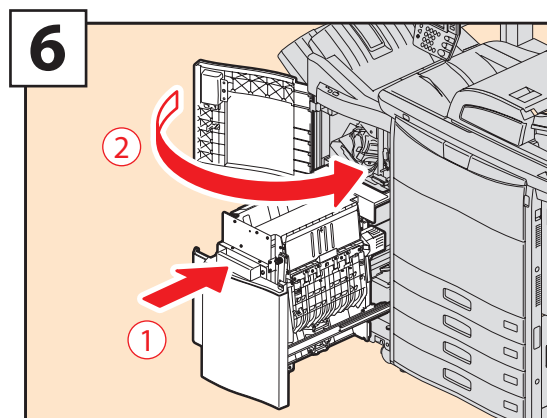Take the empty staple case out of the staple cartridge.

4

Install a new staple case into the staple cartridge and remove the seal bundling the staples.

5

Install two new staple cartridges.

6

Insert the saddle stitch unit into the Finisher, and then close the front cover of the Finisher.

Refer to the **Troubleshooting Guide** for details.

Chapter **4**

ADVANCED FUNCTIONS / TROUBLESHOOTING

Advanced Functions

This section describes the advanced functions.
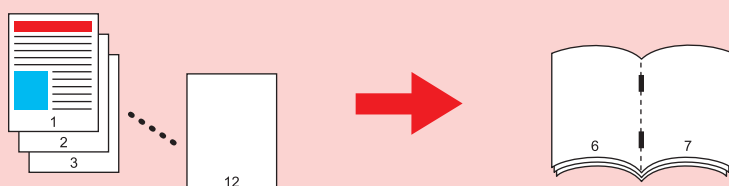
| COPY | FAX | SCAN | e-FILING | PRINT |

## Making a booklet stapled at the center in 2-sided printing

EXAMPLE

How to print 12 pages of a A4 (LT) size file in 2- sided printing so that each 2 pages are printed on 1 A3 (LD) sheet, and then stapled at the center for making 10 sets of booklet type prints is described as follows. The Saddle Stitch Finisher (optional, MJ-1104) is required.

1. **Open a file to be printed, and then select [Print] from the file menu of the application.**

2. **Select the printer driver of this equipment, and then click [Preferences].**

3. **Set "A4 (LT)" for the Original Paper Size, "A3 (LD)" for Print Paper Size and "10" for Number of Copies in the [Basic] tab menu.**

4. **Set the [Finishing] tab menu.**
   1) Select the "2-Sided Printing" check box.
   2) Select "Booklet".
   3) Click [Details].
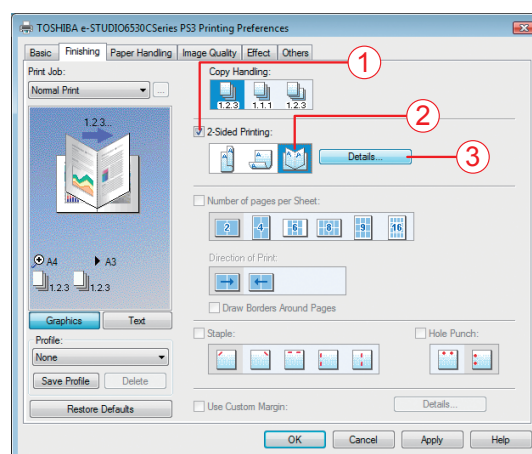
5. **Set the Booklet Details dialog box.**
   1) Select "A4 on A3 (LT on LD)" for "Output Document Layout".
   2) Select "From Left to Right" for "Page Order".
   3) Select the "Staple Down the Center" check box.
   4) Click [OK].
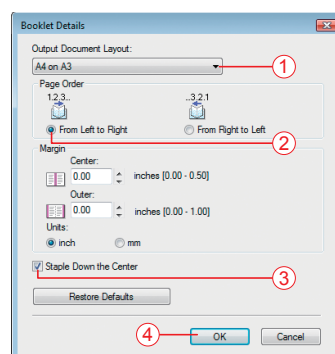
6. **Click [OK] to return to the Print dialog box, and then click [OK].**

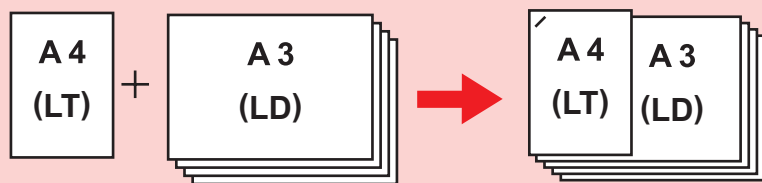For details, refer to the **Printing Guide**.

COPY   FAX   SCAN   e-FILING   PRINT

Copying different-sized originals and stapling copies

A 4
(LT)

+

A 3
(LD)

→

A 4
(LT)

A 3
(LD)

EXAMPLE

The procedure of how to copy 5 sets of different-sized originals (A4 or LT: 1 sheet, A3 or LD: 4 sheets) and staple the copies is as follows. The Finisher (optional) is required.

1. Place the originals on the Reversing Automatic Document Feeder.

2. Press [ZOOM] on the touch panel.

3. Press [MIXED SIZE] and then [RETURN].

> **Note**
>
> If you want to copy different-sized originals and staple the copies, select only those having the same width.
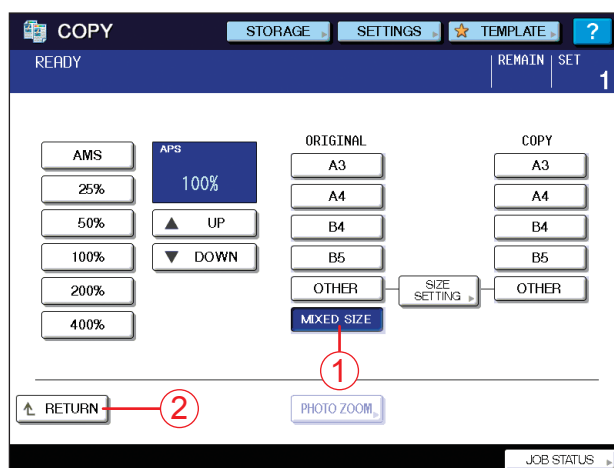
4. Press [FINISHING] on the touch panel.

5. Press [FRONT STAPLE] and then [RETURN].
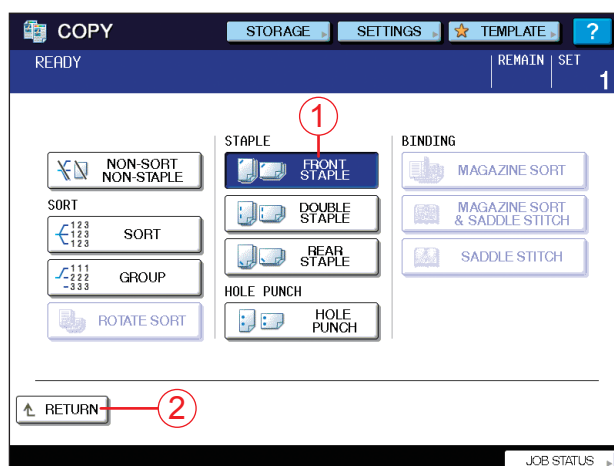
6. Key in 5 for the number of copy sets, and then press the [START] button on the control panel.

For details, refer to the **Copying Guide**.

COPY   FAX   **SCAN**   e-FILING   PRINT

Attaching the scanned data to an E-mail.

EXAMPLE

The procedure for attaching the scanned data to an E-mail and sending it to the specified E-mail address is as follows.

1. **Place the original(s).**

2. **Press [E-MAIL] on the touch panel.**

3. **Specify the E-mail address and then [OK].**
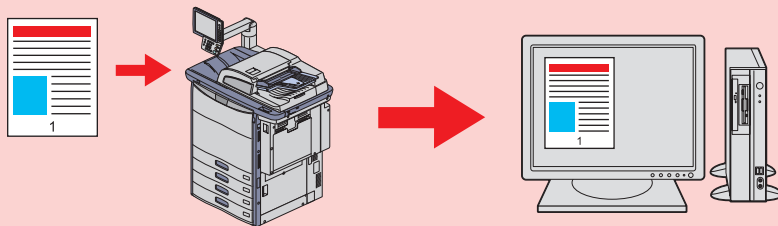
```
                                      ?
Press [START] to start scanning

 📧 user01@aaa.aaa          0002
 INPUT @                    DESTINATION

 👤        001 User 01    📠 @  005 User 05  📠 @  ⌃
SINGLE     002 User 02    📠 @  006 User 06  📠 @  001
           003 User 03    📠 @  007 User 07  📠 @  125
👥         004 User 04    📠 @  008 User 08  📠 @  ⌄
GROUP

 ALL CLEAR              KNOWN ID    SEARCH

                        CANCEL        OK

                                   JOB STATUS
```

4. **Define the settings for the file as required.**

5. **Press [SCAN] on the touch panel.**

```
 📄 SCAN          SETTINGS  ⭐ TEMPLATE  ?
 Select Menu!!
 Press SCAN to start scanning

                                    ▨ BLACK
                                    ▨ 200dpi
                                    ▤ TEXT
  🗄        📁        @
 e-FILING  FILE/USB  E-MAIL         COMMON SETTING

  🖨
 WS SCAN                            📄 PREVIEW

                                    ◇ SCAN

                                   JOB STATUS
```
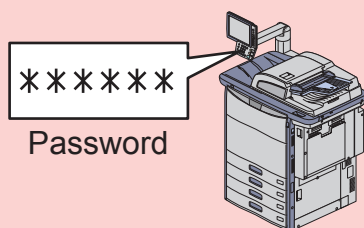
For details, refer to the **Scanning Guide**.

COPY   **FAX**   SCAN   e-FILING   PRINT

## Requesting a password for receiving a fax

✱✱✱✱✱✱
Password

→

FAX

EXAMPLE

The procedure for requesting a password when printing a received Fax using the ITU-T mailbox function is as follows. The Fax Unit (optional) is required.

1. Press the [ADVANCED] tab, and then [ITU MAILBOX].

2. Press [CONFIDENTIAL], [POLLING], and then [OK].

3. Enter the box number (maximum of 20 digits) and password, and then press [OK].
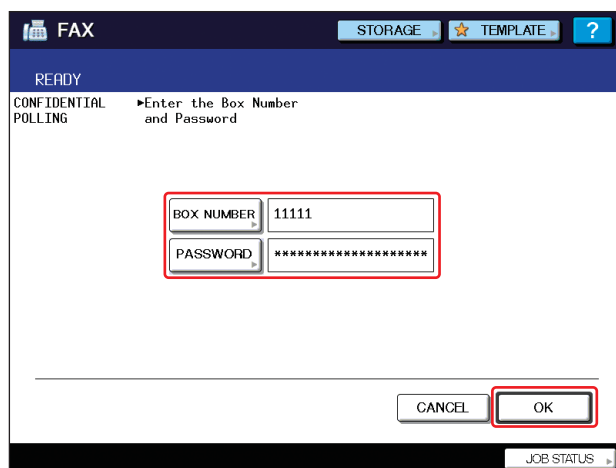
4. Press the [START] button on the control panel.

Note
Previous setting is required for using the ITU-T Mailbox function.

For details, refer to the **GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit**.
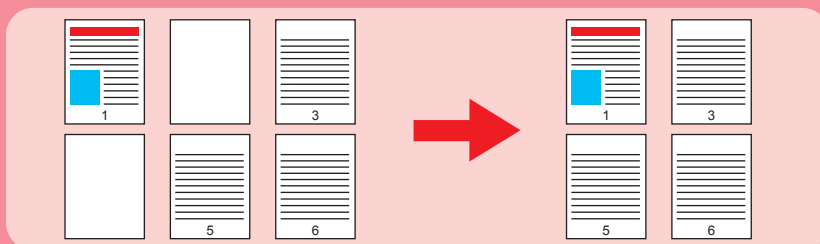
1

2

3

4

5

COPY   FAX   SCAN   e-FILING   PRINT

Copying or scanning originals without blank sheets

EXAMPLE

To copy or scan originals without blank sheets, follow the setting below before copying or scanning them. (In this case, two blank originals are omitted when six originals are copied or scanned.)

When copying

1. Press the [EDIT] tab, and then press ⌄ on the touch panel in the basic menu for the copying functions.

2. Press [OMIT BLANK PAGE] and then [OK].
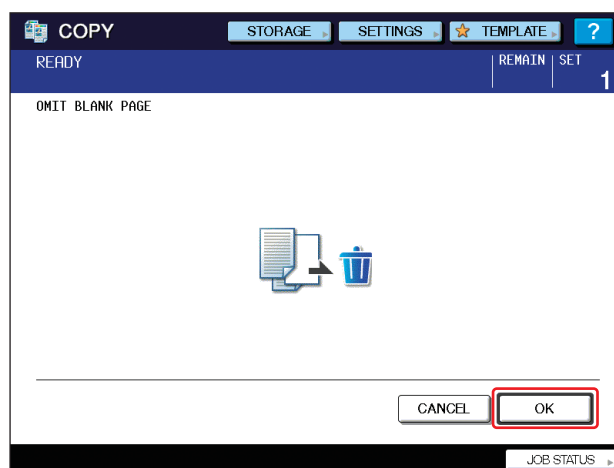
When scanning

1. Press [COMMON SETTING], and then press ⌄ in the basic menu for the scanning functions.

2. Press [ON] in the "OMIT BLANK PAGE" setting and then [OK].

For details, refer to the *Copying Guide* and *Scanning Guide*.

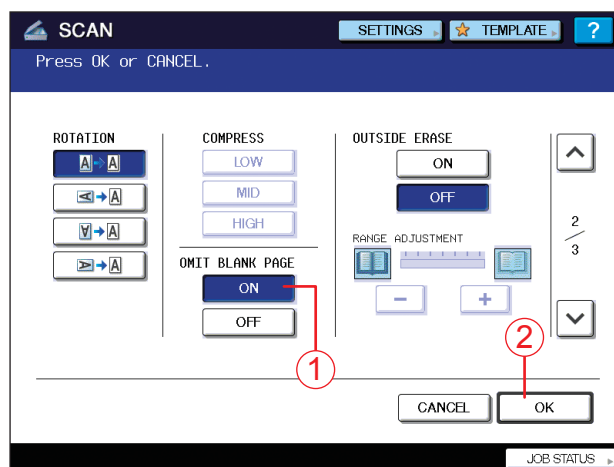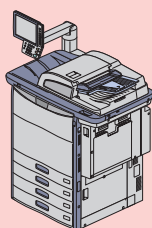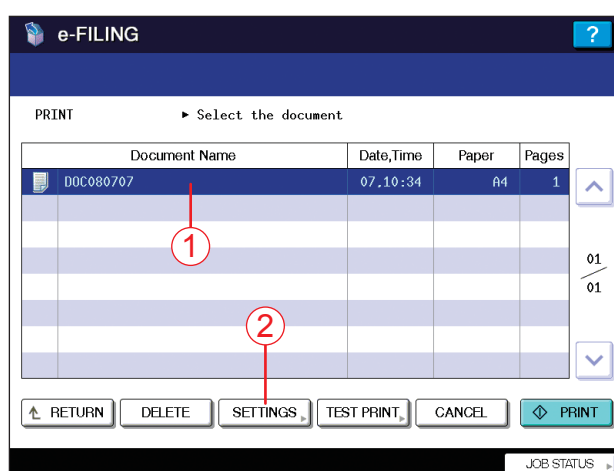COPY FAX SCAN **e-FILING** PRINT

Adding date and time to document files

EXAMPLE

The procedure for printing a document file stored in e-Filing with the date and time added at its bottom is as follows.

2008 . 7 . 10 11:11

1. **Select the box in which the desired document is stored.**

2. **Select the document, and then press [SETTINGS].**

   e-FILING   ?

   PRINT   ▶ Select the document

Document Name	Date,Time	Paper	Pages
DOC080707	07.10:34	A4	1

   ①

   ②

   01 / 01

   RETURN   DELETE   SETTINGS   TEST PRINT   CANCEL   PRINT

   JOB STATUS ▶

3. **Press [TIME STAMP].**

4. **Press [LOWER], and then [OK].**

   e-FILING   ?
                                           SET 1

   TIME STAMP   ▶ Select the print position

   ①

   UPPER   LOWER

   ②

   CANCEL   OK

   JOB STATUS ▶
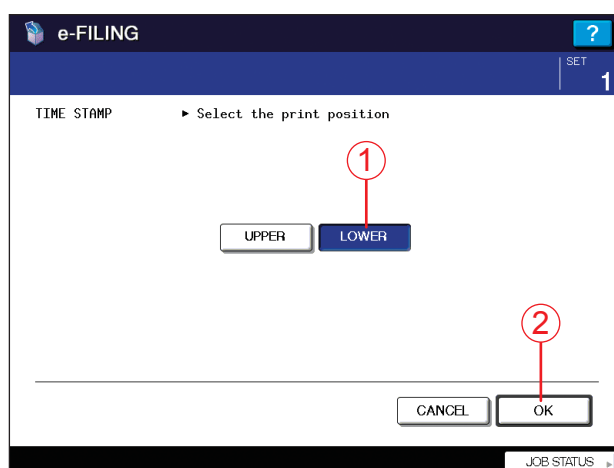
5. **Press [PRINT].**

For details, refer to the **e-Filing Guide**.

1

2

3

4

5

COPY   FAX   SCAN   e-FILING   **PRINT**

Printing a PDF file stored in the USB device.

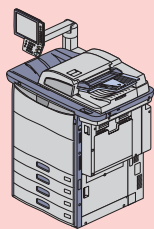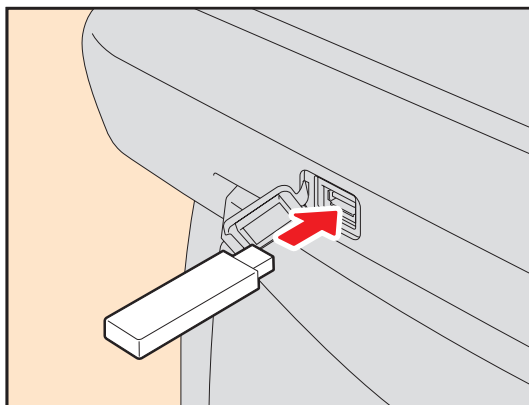**EXAMPLE**

The procedure for printing 1 set of a PDF file stored in the USB device is as follows.

PDF

1. **Connect the USB device to the USB port.**

2. **Press the [PRINT] button on the control panel.**

3. **Press [USB] on the touch panel.**

4. **Select a PDF file to be printed, and press [PRINT] on the touch panel.**
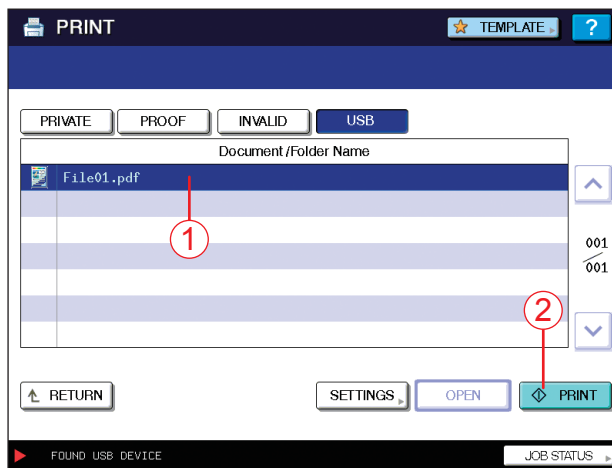
🖨 PRINT   ⭐ TEMPLATE   ?

PRIVATE   PROOF   INVALID   USB

Document /Folder Name

File01.pdf

①

001
001

②

⬆ RETURN   SETTINGS   OPEN   ◇ PRINT

▶ FOUND USB DEVICE   JOB STATUS ▶

For details, refer to the **Printing Guide**.

| COPY | FAX | SCAN | e-FILING | PRINT |

Copying or scanning originals which are to have their periphery whitened

EXAMPLE

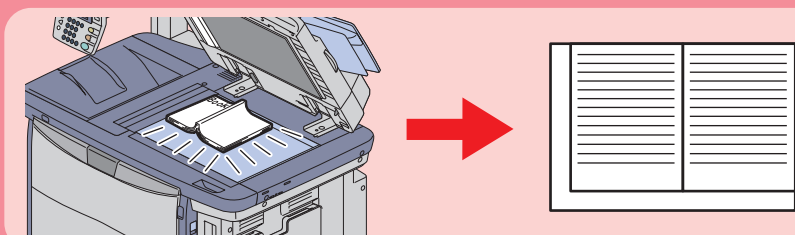To whiten the dark area on the copied image around thick originals such as booklets, follow the setting below before copying or scanning originals.

When copying

1. **Press the [EDIT] tab, and then** ⌄ **on the basic menu for the copying functions.**

2. **Press [OUTSIDE ERASE] and then [OK].**
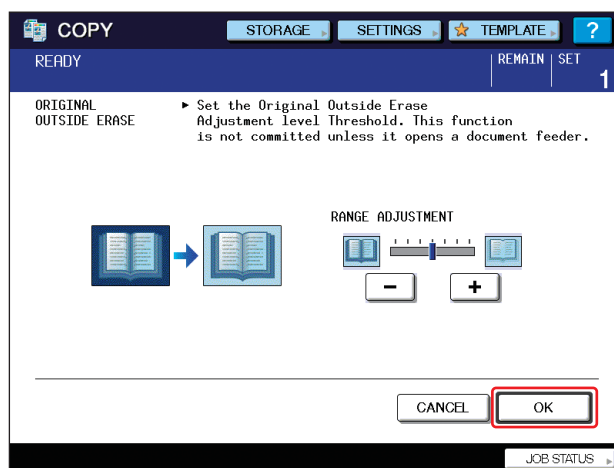
When scanning

1. **Press [COMMON SETTING], and then** ⌄ **in the basic menu for the scanning functions.**

2. **Press [ON] in the "OUTSIDE ERASE" setting and then [OK].**

For details, refer to the **Copying Guide** and **Scanning Guide**.

1
2
3
4
5

Messages or Other Indications on Touch Panel

This section describes the messages, symbols and error codes displayed on the touch panel of the equipment.
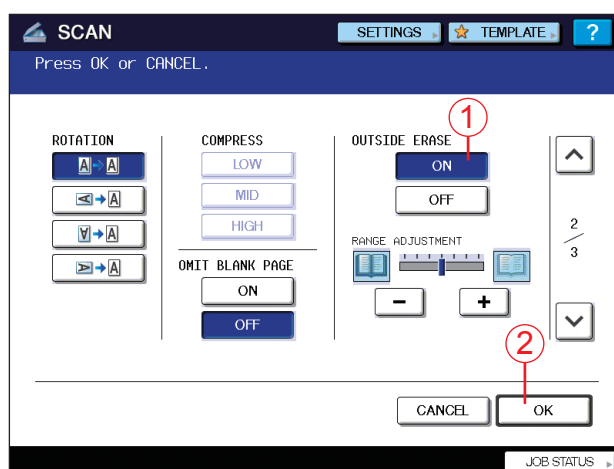
Alert message indication area

Messages appear when paper has run out, etc.
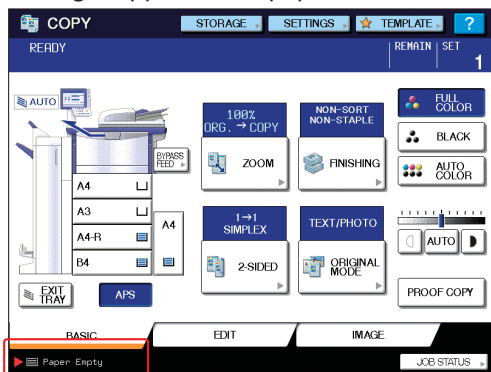
Symbols blinking on the touch panel

Symbols such as paper jam, call service, etc. may blink on the touch panel.
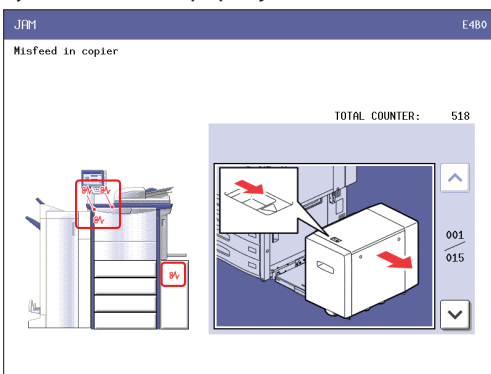
Error codes

When you press [JOB STATUS], and then the [LOG] tab on the touch panel, the LOG menu is displayed. The job history of this equipment and error codes are displayed in the LOG menu.
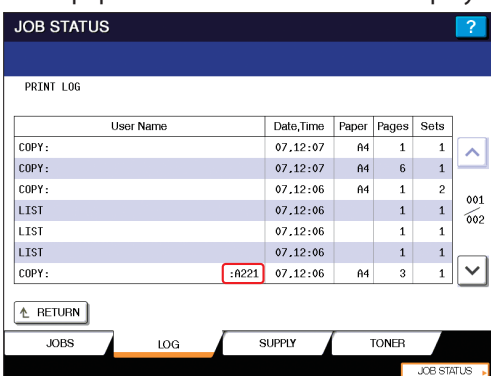
For details, refer to the **Troubleshooting Guide**.

Chapter **5**

MAINTENANCE & SPECIFICATIONS

Regular Maintenance

The cleaning method for the equipment is as follows.

We recommend you to clean the following items weekly, so that the originals can be scanned in unsoiled conditions.
Be careful not to scratch the parts that you are cleaning.

Notes
- Be careful not to scratch the portions in cleaning.
- Do not use such solvents as thinner or alcohol when cleaning the surface of the equipment.
  - This could warp the shape of the surface or leave it discolored.
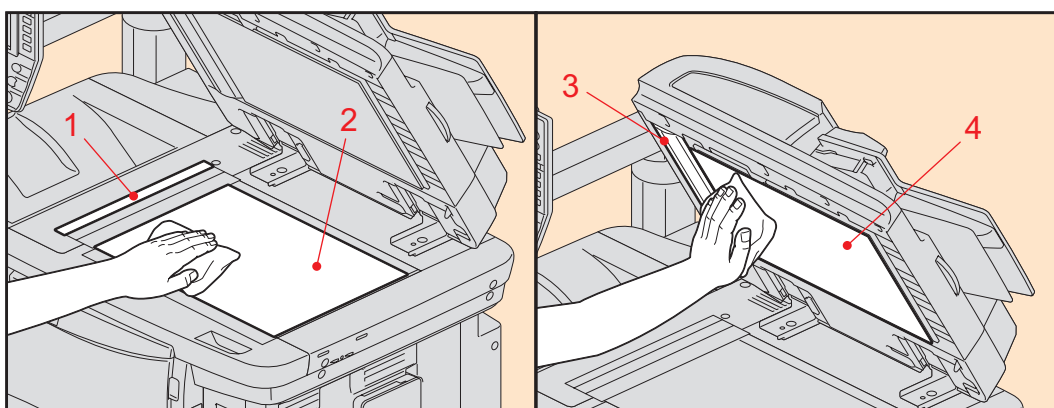 - When using a chemical cleaning pad to clean it, follow the instruction.

1. **Scanning area (surface of the long rectangular glass)**
Wipe it with the accessory cloth or a soft dry cloth. If there are still stains remaining, wipe clean with a piece of soft cloth which has been moistened with water and then squeezed well.
Do not use solvents such as alcohol.

2. **Original glass**

3. **Guide**

4. **Platen sheet**
Clean the surface as follows depending on the staining.
• Clean it with a soft cloth.
• Clean it with a soft cloth lightly moistened with water.
• Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
• Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

Specifications of Equipment

The specifications of the equipment are as follows.

Acceptable paper

Feeder	Media type		Weight	Maximum sheet capacity	Paper size
Drawers [1]	PLAIN	PLAIN1	64 - 80 g/m² 17 - 23 lb. Bond	Approx. 600 sheets (64 g/m², 17 lb. Bond) Approx. 540 sheets (80 g/m², 20 lb. Bond)	AB format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 305 mm x 457 mm, 320 mm x 450 mm [8], 320 mm x 460 mm [8] LT format: LD, LG, LT, LT-R, ST-R, COMP, 13" LG, 8.5" SQ, 12"x18" K format: 8K, 16K, 16K-R
		PLAIN2	81 - 105 g/m² 24 - 28 lb. Bond	Approx. 500 sheets	
	RECYCLED PAPER		64 - 105 g/m² 17 - 28 lb. Bond	Approx. 600 sheets (64 g/m², 17 lb. Bond) Approx. 540 sheets (80 g/m², 20 lb. Bond) Approx. 500 sheets (81 - 105 g/m², 24 - 28 lb. Bond)	
	THICK1		106 - 163 g/m² - 90 lb. Index	Approx. 300 sheets	
	THICK2		164 - 209 g/m² - 110 lb. Index	Approx. 250 sheets	
	THICK3		210 - 256 g/m² - 140 lb. Index	Approx. 200 sheets	
Tandem Large Capacity Feeder	PLAIN	PLAIN1	64 - 80 g/m² 17 - 23 lb. Bond	Approx. 2500 sheets (64 g/m², 17 lb. Bond) Approx. 2360 sheets (80 g/m², 20 lb. Bond)	A4, LT
		PLAIN2	81 - 105 g/m² 24 - 28 lb. Bond	Approx. 2000 sheets	
	RECYCLED PAPER		64 - 105 g/m²	Approx. 2500 sheets (64 g/m², 17 lb. Bond) Approx. 2360 sheets (80 g/m², 20 lb. Bond) Approx. 2000 sheets (81 - 105 g/m², 24 - 28 lb. Bond)	
	THICK1		106 - 163 g/m² - 90 lb. Index	Approx. 1400 sheets	
	THICK2		164 - 209 g/m² - 110 lb. Index	Approx. 1000 sheets	
	THICK3		210 - 256 g/m² - 140 lb. Index	Approx. 800 sheets	
External Large Capacity Feeder (optional)	PLAIN	PLAIN1	64 - 80 g/m² 17 - 23 lb. Bond	Approx. 3000 sheets (64 g/m², 17 lb. Bond) Approx. 2500 sheets (80 g/m², 20 lb. Bond)	A4, LT
		PLAIN2	81 - 105 g/m² 24 - 28 lb. Bond	Approx. 2200 sheets	
	RECYCLED PAPER		64 - 105 g/m²	Approx. 3000 sheets (64 g/m², 17 lb. Bond) Approx. 2500 sheets (80 g/m², 20 lb. Bond) Approx. 2200 sheets (81 - 105 g/m², 24 - 28 lb. Bond)	
	THICK1		106 - 163 g/m² - 90 lb. Index	Approx. 1500 sheets	
	THICK2		164 - 209 g/m² - 110 lb. Index	Approx. 1200 sheets	
	THICK3		210 - 256 g/m² - 140 lb. Index	Approx. 1000 sheets	
Bypass tray	PLAIN	PLAIN1	64 - 80 g/m² 17 - 23 lb. Bond	Approx. 100 sheets (64 g/m², 17 lb. Bond) Approx. 80 sheets (80 g/m², 20 lb. Bond)	AB format: A3, A4, A4-R, A5-R, A6-R [5], B4, B5, B5-R, FOLIO, 305 mm x 457 mm, 320 mm x 450 mm [8], 320 mm x 460 mm [8], 330 mm x 483 mm [8, 9] LT format: LD, LG, LT, LT-R, ST-R, COMP, 13" LG, 8.5" SQ, 12"x18", 13"x19" [8, 9] K format: 8K, 16K, 16K-R Non-Standard size (Copy): Length: 100 - 297 mm (3.9 - 11.7"), Width: 148 - 432 mm (5.8 - 17") Non-Standard size (Print): Length: 100 - 313.4 mm (3.9 - 12.34"), Width:148 - 1200 mm (5.8 - 47.24") [10]
		PLAIN2	81 - 105 g/m² 24 - 28 lb. Bond	Approx. 80 sheets	
	RECYCLED PAPER		64 - 105 g/m²	Approx. 100 sheets (64 g/m², 17 lb. Bond) Approx. 80 sheets (80 g/m², 20 lb. Bond) Approx. 80 sheets (81 - 105 g/m², 24 - 28 lb. Bond)	
	THICK1		106 - 163 g/m² - 90 lb. Index	Approx. 40 sheets	
	THICK2 [2]		164 - 209 g/m² - 110 lb. Index	Approx. 30 sheets	
	THICK3		210 - 256 g/m² - 140 lb. Index	Approx. 30 sheets	
	THICK4 [3]		257 - 300 g/m² - 110lb. Cover	Approx. 30 sheets [5]	
	SPECIAL1, SPECIAL2 [4]		230 g/m²	Approx. 30 sheets [6, 7]	
	TRANSPARENCY		—	Approx. 30 sheets [5]	A4, LT

[1]   Use the bypass tray when you want to make a copy on the back side of copied Thick 1, Thick 2 or Thick 3 paper.
[2]   For printing the sticker labels, select "THICK2" as the media type.
[3]   When duplex copying is performed on THICK4, black streaks may appear on the copied image. They are highly visible on an image with high or uneven density.
[4]   SPECIAL1 and SPECIAL2 represent "Waterproof paper"
[5]   Automatic duplex copying is not available.
[6]   For duplex copying, use paper available for duplex copying.
[7]   To copy on the back side of copied SPECIAL1 paper, place the sheets one by one on the bypass tray.
[8]   If an optional finisher has been installed, the receiving tray of the equipment, the upper receiving tray of the Finisher (MJ-1103) and the upper receiving tray of the Saddle Stitch Finisher (MJ-1104) are all available.
[9]   Note that black streaks may appear on the edge of the printed paper.
[10]   Paper can exit only on the receiving tray of the equipment.

1

2

3

4

5

Paper only acceptable for printing functions

Feeder	Media type	Weight	Maximum sheet capacity	Paper size
Bypass tray	PLAIN	64 - 105 g/m² 17 - 28 lb. Bond	1sheet *1, *2	Length: 466 mm (18.35") - 1200 mm (47.24")
	THICK1	106 - 163 g/m² - 90 lb. Index		

*1   Place the sheets one by one on the bypass tray.
*2   Paper can exit only on the receiving tray of the equipment.

Recommended paper for each media type

Media type	Toshiba recommendations/Manufacturer		Weight
PLAIN1	A/B format:	TGIS Paper/mondi	80 g/m²
	LT format:	TIDAL MP/Hammermill	20 lb. Bond
PLAIN2	A/B format:	ColorCopy/mondi	90 g/m², 100 g/m²
	LT format:	Laser Print/Hammermill	24 lb. Bond
		Color Copy Paper/Hammermill	28 lb. Bond
THICK1	A/B format:	ColorCopy/mondi	120 g/m², 160 g/m²
	LT format:	Color Copy Paper/Hammermill	32 lb. Bond
			60 lb. Cover
THICK2	A/B format:	ColorCopy/mondi	200 g/m²
		3478 (label)/ZWECK-AVERY *2	—
	LT format:	5165 (label)/AVERY *2	
THICK3	A/B format:	ColorCopy/mondi	220 g/m², 250 g/m²
	LT format:	Color Copy Cover/Hammermill	80 lb. Cover
THICK4	A/B format:	ColorCopy/mondi	280 g/m², 300 g/m²
	LT format:	Color Copy Cover/Hammermill	100 lb. Cover
SPECIAL1 *1	A/B format:	Water Proof Paper Duplex/TOMOEGAWA PAPER	230 /m²
	LT format:	Premium Speciality Paper (Glossy.Two-sided Weather Resistance Paper)/TOMOEGAWA PAPER	
SPECIAL2 *2	LT format:	AquaAce/Verbatim	
TRANSPARENCY *3	A/B format:	BG72/FOLEX	—
	LT format:	CG3700/3M	

*1   When paper is exiting, remove it every time about 10 sheets have accumulated on the receiving tray or the tray of the Finisher (optional).
*2   Automatic duplex copying is not available.
*3   Only Toshiba-recommended transparency should be used. Using any other one may cause a malfunction.

e-STUDIO5520C/6520C/6530C Specifications

Model name		FC-5520C/FC-6520C/FC-6530C
Type		Console type
Original glass		Fixed
Printing (copying) system		Indirect electro photographic method
Developing system		2-component magnetic brush developing
Fixing method		External heating STF fusing system
Photosensor type		OPC
Original scanning system		Flat surface scanning system (When the Reversing Automatic Document Feeder is installed: Fixed scanning system by feeding the original)
Original scanning sensor		Linear CCD sensor
Scanning light source		Xenon lamp
Resolution	Scanning	600 dpi x 600 dpi
	Writing	Black-and-white: 2400 dpi x 600 dpi
		Color, image smoothing: 600 dpi x 600 dpi, 8 bit
Acceptable originals		Sheets, books and 3-dimensional objects
Acceptable original size		Max. A3 or LD
Acceptable copy paper size	Drawer	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 305 mm x 457 mm, 320 mm x 450 mm, 320 mm x 460 mm, LD, LG, LT, LT-R, ST-R, COMP, 13" LG, 8.5" SQ, 12" x 18", 8K, 16K, 16K-R
	Bypass	Paper size within 100 - 330 mm (5 1/2" - 12.99") (Length), 148 - 483 mm (8 1/2"-19.02") (Width) (For printing functions, within 466 mm - 1200 mm (18.35"-47.24") (width))
Acceptable copy paper weight	Drawer	64 - 256 g/m^2 (17 - 80 lb. Cover (140 lb. Index))
	Bypass	64 - 300 g/m^2 (17 -110 lb. Cover)
Warm-up time		Approx. 180 seconds
First copy time (A4 or LT portrait)	Black-and-white	e-STUDIO5520C/6520C: 5.3 seconds e-STUDIO6530C: 4.6 seconds
	Color	6.5 seconds
Continuous copy speed		Refer to the Copying Guide.
Multiple copying		Up to 9999 copies (digital key entry)
Excluded image width	Black-and-white	Leading edge: 3.0±2.0 mm (0.12"±0.08"), Trailing edge: 3.0±2.0 mm (0.12"±0.08"), Both edge: 2.0±2.0 mm (0.08"±0.08")
	Color	Leading edge: 5.0±2.0 mm (0.20"±0.08"), Trailing edge: 3.0±2.0 mm (0.12"±0.08"), Both edge: 2.0±2.0 mm (0.08"±0.08")
	Printer (Black- and-white/Color)	Leading edge: 4.2 mm +2.8 mm - 1.2 mm (0.17" +0.11" -0.05"), Trailing edge: 4.2 mm +1.2 mm -2.8 mm (0.17" +0.05" -0.11"), Both edge: 4.2±2.0 mm (0.08"±0.08")
Reproduction ratio	Actual size	100±0.5%
	Zoom	25 - 400% (in 1% increments)
		For the Reversing Automatic Document Feeder 25 - 200% (in 1% increments)
Paper Supply	Drawer	Approx 540 sheets (80 g/m^2, 20 lb. Bond)
	Bypass Tray	Approx 100 sheets (80 g/m^2, 20 lb. Bond)
Receiving tray loading capacity		Approx 100 sheets (80 g/m^2, 20 lb. Bond)
Toner density adjustment		Magnetic auto-toner system and Pixel counter control
Exposure control		Automatic plus manual selection from 11 exposure step
USB interface		USB2.0 (Hi-Speed)
Environment (for normal use)		Temperature: 10 ° - 30 ℃ (50 ° - 86 °F), Humidity: 20 - 85% (No Condensation)
Power requirements and Power consumption (including optional equipments)		Europe AC 220 - 240 V±10%, 13 A (50/60Hz), 3.2 kW or less North America e-STUDIO6520C: AC 115 V±10%, 19 A (50/60Hz), 2.2 kW or less e-STUDIO6530C: AC 115 V±10%, 16 A (50/60Hz), 2.2 kW or less e-STUDIO5520C: AC 115 V±10%, 16 A (50/60Hz), 2.0 kW or less Saudi Arabia (100 V) e-STUDIO6520C: AC 127 V±10%, 19 A (50/60Hz), 2.2 kW or less e-STUDIO6530C: AC 127 V±10%, 16 A (50/60Hz), 2.2 kW or less e-STUDIO5520C: AC 127 V±10%, 16 A (50/60Hz), 2.0 kW or less Other AC 220 - 240 V±10%, 10 A (50/60Hz), 2.4 kW or less * Including Saudi Arabia 200 V

1

2

3

4

5

Dimensions (equipment only)	980 mm (38.58") (W) x 698 mm (27.48") (D) x 1590 mm (62.60") (H)
Weight	3-drawer model: Approx. 246 kg (542.3 lb) (equipment including drum)
	4-drawer model: Approx. 249 kg (549 lb) (equipment including drum)
Space occupied (equipment only)	1560 mm (61.42") (W) x 778 mm (30.63") (D)
Storage capacity	Max. 1000 sheets or until the memory is full (Toshiba's own chart)

• This specification varies depending on the printing conditions and the environment.
• Specifications and appearance are subject to change without notice in the interest of product improvement.

Reversing Automatic Document Feeder

Copy sides	1-side, Duplex
Number of originals	100 originals (80 g/m^2, 20 lb. Bond) or 16 mm/0.63" or less in height (more than 80 g/m^2, 20 lb. Bond)
Feeding speed	60 sheets/min. (600 dpi)
Acceptable originals	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP
	(A5 and ST size are not acceptable)
Paper weight	1-sided original: 35 - 209 g/m^2, 9.3 - 110 lb. Index
	2-sided original: 50 - 157 g/m^2, 13 - 40 lb. Bond
Power source	Supplied from the equipment

Specifications of Options

The specifications of the options are as follows.

External Large Capacity Feeder

Model name	MP-2501
Acceptable paper size	A4 or LT
Paper weight	64 - 256 g/m², 17 - 140 lb. Index
Maximum capacity	2500 sheets (80 g/m², 20 lb. Bond)(Height: Approx. 290 mm or 11.42")
Power source	Supplied from the equipment
Dimensions	326 mm (12.83") (W) x 610.5 mm (24.04") (D) x 464.5 mm (18.29") (H) (when installed to the equipment)
Weight	Approx. 28.5 kg (62.8 lb.) (including installing unit)

Finisher

Model name	MJ-1103			MJ-1104		
Type	Floor type (Console type)					
Acceptable paper size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 305 mm x 457 mm, 320 mm x 450 mm, 320 mm x 460 mm, 330 mm x 483 mm, LD, LG, LT, LT-R, ST-R, COMP, 8.5"SQ, 13"LG, 12" x 18", 13" x 19", 8K, 16K, 16K-R					
Acceptable paper weight	64 - 300 g/m² (17-110 lb. Cover)					
Number of copies stapled at a time (including 2 covers (64 - 256 g/m², 17 lb. Bond to 140 lb. Index)	Paper size		80 g/m² 20 lb. Bond	90 g/m² 24 lb. Bond	105 g/m² 28 lb. Bond	
	A4, B5, LT, 8.5"SQ, 16K		50 sheets	50 sheets	30 sheets	
	A3, A4-R, B4, FOLIO, LD, LG, LT-R, COMP, 13"LG, 8K		30 sheets	30 sheets	15 sheets	
Stapling position	Front, Rear, Double					
Saddle stitching	Not available			Available		
Number of copies saddle stitched at a time			A3, B4, A4-R, LD, LG, LT-R			
			80 g/m² 20 lb. Bond	90 g/m² 24 lb. Bond	105 g/m² 28 lb. Bond	
			15 sheets	15 sheets	10 sheets	
Power source	Supplied from the equipment					
Dimensions	647 mm (25.47") (W) x 598 mm (23.54") (D) x 1092 mm (42.99") (H)					
Weight	Approx. 40 kg (88.18 lb.)			Approx. 70 kg (154.3 lb.)		
Power consumption	100 W max.					

1

2

3

4

5

Tray loading capacity of Finisher

Unit: mm (with allowable error of ±7mm or 0.28")
Values in parentheses: Number of sheets (80g/m² or 20 lb. Bond)

Upper Tray

With mixed paper not loaded	
Mode	Non-Sort
A4, A5-R, B5, LT, ST-R, 8.5"SQ, 16K	36.75 mm (250)
A3, A4-R, B4, B5-R, FOLIO, 305 mm x 457 mm, LD, LG, LT-R, COMP, 13"LG, 12"x18", 8K, 16K-R	18.4 mm (125)

Lower Tray

With mixed paper not loaded			
Mode	Non-sort	Sort/Group	Staples loaded
A4, B5, LT, 8.5"SQ, 16K	350 mm (3000)	350 mm (3000)	Whichever of 150 copies or 2000 sheets is reached first
A3, A4-R, B4, FOLIO, LD, LG, LT-R, COMP, 13"LG, 8K	175 mm (1500)	175 mm (1500)	Whichever of 75 copies or 1000 sheets is reached first

- When mixed-size paper is loaded, the tray loading capacity should follow the specifications for larger paper sizes in the above tables.
- Refer to the **Copying Guide** for the tray loading capacity of the saddle stitch tray.

Hole Punch Unit

Model name	MJ-6102 Series
Acceptable paper size	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R
Acceptable paper weight	64 - 256 g/m², 17 lb. Bond - 140 lb. Index (Transparencies or specially-treated paper are not available)
Dimensions	112 mm (4.41") (W) x 573 mm (22.56") (D) x 323 mm (12.72") (H) (excl. Lower cover)
Weight	Approx. 7 kg (15.4 lb.)

	Numbers of punching holes and hole diameter	Available paper size
Japan and most of Europe (MJ-6102E)	2 holes (6.5 mm or 0.26" dia.)	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R
North America (MJ-6102N)	2/3 holes switchable (8.0 mm or 0.32" dia.)	2 holes: A4, B5, B5-R, FOLIO, LT, LG, 13"LG, COMP, 8.5"SQ, 16K 3 holes: A3, A4, LD, LT, 8K, 16K
France (MJ-6102F)	4 holes (6.5 mm or 0.26" dia.; 80 mm or 3.15" pitch)	A3, A4-R, LT-R, LD, 8K, 16K
Sweden (MJ-6102S)	4 holes (6.5 mm or 0.26" dia.; 70 mm and 21 mm or 2.76 and 0.83" pitch)	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R

FAX Unit

Model Name	GD-1270 (For FC-5520C/FC-6520C/FC-6530C)
Size of Original	A3, A4, A4-R, A5, A5-R, B4, B5, B5-R, FOLIO, LD, LT-R, LG, ST, ST-R, COMP
Recording Paper Size	297 mm - 420 mm (A3), 210 mm - 297 mm (A4), 148 mm - 210 mm (A5), 257 mm - 364 mm (B4), 182 mm -257 mm (B5)
Compatibility Communication Modes	Exclusive Mode, ECM, G3
Communication Resolution	Horizontal: 8 dots/mm, 16 dots/mm, 300 dots/inch
	Vertical: 3.85 lines/mm, 7.7 lines/mm, 15.4 lines/mm, 300 dots/inch
Transmission Rate	33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400 bps
Encoding Systems	JBIG/MMR/MR/MH
Printing Method	Laser electronic printing
Memory Capacity	Transmission/Mailbox: 3.5 GB (HDD) Reception: 500 MB (HDD) [1]
Unit Type	Desktop type, transmitting/receiving dual type
Applicable Network	Public Switched Telephone Network (PSTN)

[1] For hard drives, MB means 1 million bytes. (Total HDD accessible capacity may vary depending on operating environment.)

Refer to the **GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit** for details of the Fax Unit (GD-1270).

Toshiba-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.
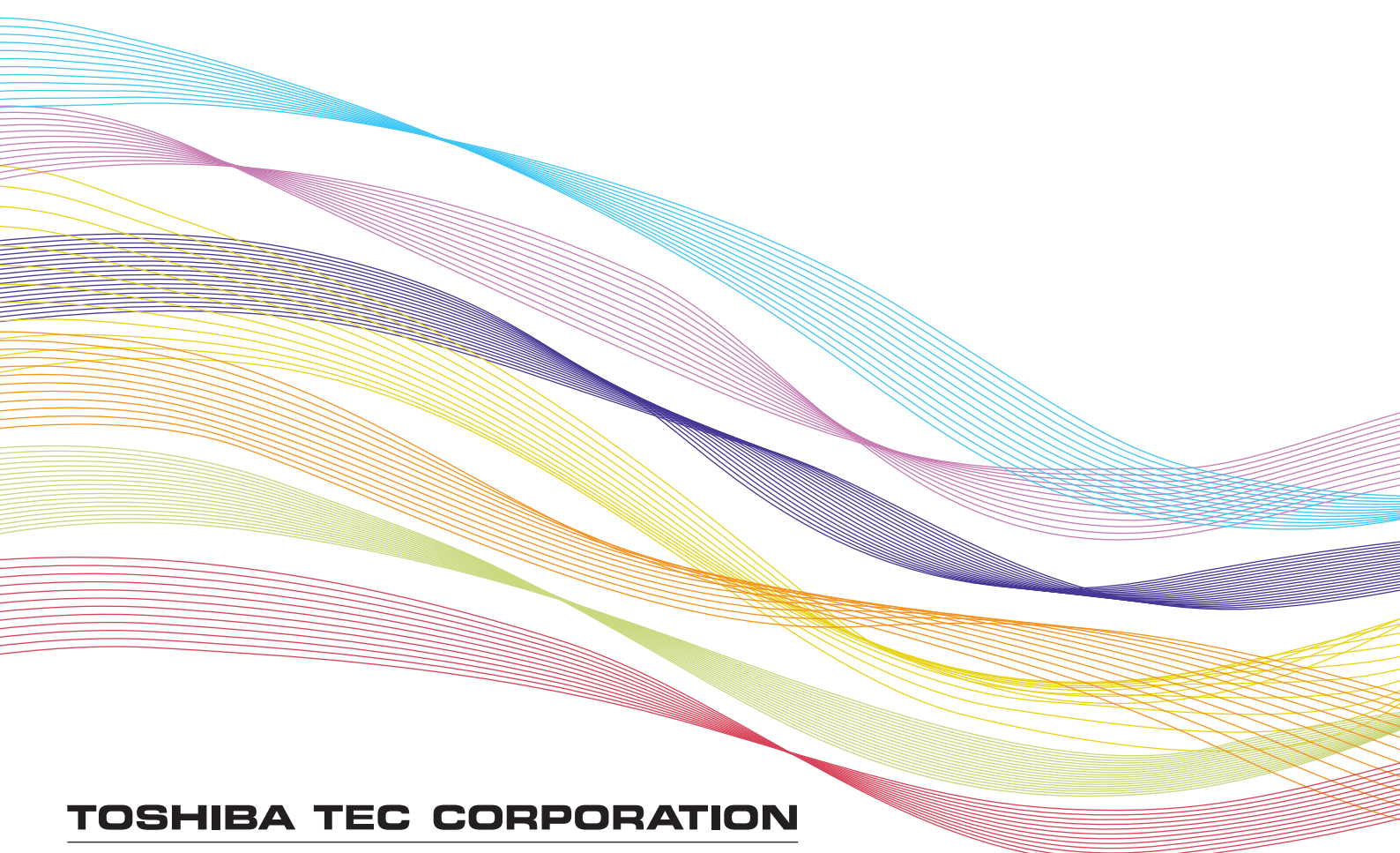
INDEX

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS
Quick Start Guide

e·STUDIO5520c/6520c/6530c

TOSHIBA TEC CORPORATION

QS
QUALITY SERVICE

6LH09566000
R071220E8700-TTEC
2008-06